



# Frankston Athletic Club

## Volunteer Policy

The Frankston Athletic Club values and respects the contribution of all of its volunteers in whatever capacity they may fulfil. We realise that without their efforts, the clubs capacity would be greatly diminished and that the work they do is essential to the functioning of the club. The aim of this policy is to ensure that the volunteers efforts are recognised by the members and that they feel appreciated for their work.

### Guidelines for volunteer recognition:

The Frankston Athletic Club Committee will endeavour to follow the guidelines:

- Recognise all volunteers in some way;
- Give personal recognition, specific to the individuals needs and wants;
- Provide a clear job description outlining the expectations of the volunteer to prevent overwork and assist with future recruitment where appropriate;
- Understand the motivation of the volunteers;
- Endeavour to recognise the volunteers effort soon after it is given;
- Provide both formal and informal recognition;
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities; and
- Assist the volunteer in maintaining appropriate records of experience that would help them in future career opportunities, both paid and volunteer.

### Recognising and Rewarding Volunteers:

- There are many ways a volunteer can be recognised and rewarded for their efforts. Below is a list of methods that Frankston Athletic Club may utilise as part of this policy.

#### Formal:

- Write letters / cards of thanks;
- Write letters of reference including details of service;
- Provide funding for training courses, conferences, seminars,
- Presenting volunteer awards at AGM / Celebration night
- Awarding Life Memberships