



The model Volunteers Policy recommended by Eurasian Coalition on Male Health to the subrecipients of the program "Right for Health"

Approved by
(a name of the governing body in charge of approving the policy)
Date

Volunteers Policy

1. General provisions:

1.1. This document sets out the principles and procedures of Volunteers management in the organization XXX (hereafter referred as the Organization). The Volunteers Policy (hereafter the Policy) is endorsed by the Organization to create conditions both for effective work and involvement of current and potential volunteers, and for their professional and personal development.

1.2. **Information about the Organization** – the mission, values, the strategic goals, other relevant information. (5-6 sentences)

1.3. **Our vision** of the volunteering is that the possibility to involve and work together with the people who share our values and approaches, are ready to split pro bono their skills, knowledge, time in a purpose of realizing the Organization's mission and the strategic aims, respond to HIV/AIDS epidemic, development of the LGBT community and the civil society.

1.4. The volunteering in the Organization is related to HIV-activism, improving the access to health services, advocacy, protection the human rights of gay, bisexual and other men who have sex with men, transgender people, the mobilisation the LGBT community.

1.5. Volunteering in our Organization is based on **principles** of mutual respect, trust and voluntary. It corresponds to international guidelines and recommendations on HIV/AIDS, zero-discrimination and the human rights, as well as national legislation. (write the relevant national law).

2. Volunteering Tasks.

(choose the tasks relevant for you Organization. The list can be specified and/or added)

2.1. Provision the HIV/AIDS and male health related services:

- Informing, motivating and involving clients to the Organization's programs
- Consulting on sexual health, infectious diseases prevention and other topics
- Organizing and facilitating the self-help groups for LGBT and other activities of mutual support
- (Add other tasks according to the Organization's programs)

2.2. Advocacy and public awareness events to raise attention to problems of the LGBT community:

- Participating in public events and informational campaigns on HIV/AIDS, advocacy, improvement the access of gay, bisexual and other men who have sex with men, transgender people to health services
- Facilitating discussions and social networks groups, mailing lists on HIV/AIDS, male health and other issues related to the LGBT community.

- Participating as recruiters, interviewers, analytics etc. in research, studies on male health, needs of the LGBT community and other issues
- Taking part in a monitoring of human rights violence and documenting cases of discrimination against LGBT people.
- Acting as a speaker of advocacy and media campaigns conducted by Organization
- *(Add other tasks according to the Organization's programs)*

2.3. Capacity building of the Organization:

- Providing consultative and advisory assistance on any subject which is Volunteers' expertise (including, HIV/AIDS, male health, LGBT mobilisation, human rights, protection against discrimination)
- Participating in fundraising activities
- Assisting in overall and projects management within the Organization (internal communication, duties, other tasks).
- *(Add other tasks according to the Organization's programs)*

3. Volunteer's rights and responsibilities:

3.1. Volunteer **has a right to**:

- Do his/her job according to the own motives, abilities and needs, if this job is compliant with the values and goals of the Organization and not in contradiction with the national legislation
- Be informed about tasks and deadlines
- Get induction and training from Organization as well as support during his/her work and feedback
- Get recognition if his/her contribution into the Organization's activities according to the Organization's internal policy and output of his/her work
- Choose options for the personal and professional development during volunteering
- Have access to Organization's internal policies, procedures and other information is needed for task performance
- Get reimbursement of his/her expenses which are agreed with the Organization before starting work
- Respect and non-discrimination
- Have an advantage in hiring
- *(Specify and add according to the national legislation)*

3.2. Volunteer is **responsible for**:

- Carrying out tasks on time and inform the Coordinator about the work progress, problems and changes
- Respecting confidentiality regarding Organization's clients and Organization
- Respecting the values of Organization and not bring it into disrepute
- Taking a good care of the Organization's property
- Complying with the Organization's policies and procedures
- *(Specify and add according to the national legislation)*

4. Management of Volunteering:

4.1. Each Volunteer has a **nominated member of staff** who provides him/ her guidance and help in carrying out the task in the most effective way.

4.2. The Volunteer's Coordinator/ Manager is a member of staff who is in charge of overall management of volunteering, which include:

- Assessing and planning the needs of Organization in volunteers (which activities, how many tasks, terms)
- Involving potential volunteers (informing, searching, creating a database of contacts and interests)
- Recruiting volunteers according the Organization's needs
- Training
- Giving assignments and nominating the members of staff for supervision
- Providing supervision
- Evaluating volunteers' work and providing feedback.

4.3. Potential volunteers are informed about the possibility to work in the Organization through the its web-site, social-media, mailing lists, personal contacts and other means of communication. (*write the link of the Organization's web-site, pages and groups in social networks, add other relevant sources of information*).

4.4. The Volunteer's Coordinator responses on enquiries of persons, who are interested in volunteering, provides them information and suggests to fill in the questionnaire of Volunteer. (*Annex 1*)

4.5. Volunteer's Coordinator perform the recruiting of volunteers. A potential Volunteers are invited to attend an informal interview to clarify his/ her interests and readiness to work in the Organization. If performing of task require the specific skills and/ or knowledge (for example, working with clients of the Organization), a Volunteer will be asked to provide a confirmation of such skills and/ or knowledge, relevant recommendations.

4.6. Volunteer has **an induction and a training** if it is necessary. The induction includes a general information about the Organization (its programs, working hours, contact info, internal communication, safety protection), as well as information about rights and responsibilities of Volunteer. The training is conducted depending on an assigned task. The Volunteer's Coordinator and / or nominated member of staff are responsible for conducting the induction session and trainings.

4.7. **School of Volunteering** can be organized on a permanent base. Any current or potential Volunteer can attend this School. A schedule and an agenda of the School are designed according to the needs of Organization in volunteers. Members of staff and/ or external experts conduct trainings. (*this paragraph is included to Policy just for organizations which have many volunteers*)

4.8. After an induction course a Volunteer sign a **contact/ agreement** (Annex 2), then he/ she get started work.

4.9. Volunteers have a steady support from a nominated member of staff. The nominated staff provide a supervision of Volunteer, evaluate his/ her input and identify his/ her achievements and needs in further training. A nominated person from staff and a Volunteer agreed a format and frequency of supervision.

4.10. If a Volunteer is **not able to perform an assigned task**, this case needs to be discussed with a nominated member of staff and the Volunteer's Coordinator to identify the reasons (for example, lack of knowledge, skills, unwillingness to work, other reason) and options for further actions (for example, changing a format and/ or time of work, training, termination of volunteering).

4.11. The Organization **reimburses expenses** which a Volunteer has to get a place of work, other expenses agreed before Volunteer starts working. A list of expenses for reimbursement are agreed ahead of the work and indicated in a contract/ agreement.

5. Evaluation and recognition of Volunteer's input:

5.1. Each Volunteer can get an individual recognition and encouragement in following ways:

- Receiving an appreciation and personal acknowledgement (for instance, a certificate of recognition, a letter of appreciation, a honourable distinction, a list of the best volunteers)
- Publication the information about a Volunteer in a bulletin, on a web-site, other mass-media of the Organization
- Participation of Volunteer in offsite trainings, conferences, national and international events
- Providing a letter of recommendation or support to school/ university / permanent work place (at the request of a Volunteer).
- *(Specify and add according to the Organization's policy)*

5.2. The Volunteer's Coordinator analyses and summarises volunteer's input and evaluates it as an in-kind contribution to a consolidated budget of the Organization.



A logo and a name of the Organization.

The Questionnaire of Volunteer.

To help you evaluate your time. How much time in a day/ week/ months you are ready to be a Volunteer. The way and format of volunteering will be suggested you depending on your time.

To help you estimate your capacity. There are a lot of important and essential tasks need to be done. Before you take an assignment, ask yourself, if you are able to complete it? If you can do all your best? Take a time to think it over and gauge your capacity.

To help you start from small concrete steps. You can try yourself, meet a new team and demonstrate your potential to other people.

Your data will not be available to other person outside the organization without your permission!

1. First name and surname

2. Date of birth _____

3. How we can contact you?

e-mail _____ mobile phone _____

4. Why do you want to be a Volunteer? (mark all appropriate options):

- To gain new experience
- To meet with new people
- To have an opportunity to help other people
- To contribute to a common goal
- To discover new interests and directions
- Other _____

5. Do you have an experience of volunteering? Yes No

If yes, please, describe you experience:

6. What programs and activities of the Organization would you like to participate? (mark all appropriate options):

Provision the HIV/AIDS and male health related services:

- To inform people about the services and programs and involve them to the Organization



- To consult clients of the Organization
- To conduct self-help groups
- Other _____

Advocacy and public awareness events to raise attention to problems of the LGBT community

- To help in conducting public events and information campaigns
- To moderate discussions and groups in social networks, mailing lists
- To participate in research
- To monitor cases of human rights violence and discrimination
- Other _____

Capacity building of the Organization:

- To assist in day-to-day operations (duties, internal communication, documentation management)
- To participate in fundraising activities
- To share professional skills and knowledge (indicate, which ones _____)
- Other _____

7. What kind of activities do you prefer?

- Related to communication with other people (including, strangers)
- Not related with communication at all
- Work in a team, together with like-minded people
- Work individually
- It doesn't matter

8. How much time and when are you ready to be a Volunteer? (mark all appropriate options):

- | | |
|---|--|
| <input type="checkbox"/> 1 time per month | <input type="checkbox"/> Working days before 6.00 pm |
| <input type="checkbox"/> 1 time per week | <input type="checkbox"/> Working days after 6.00 pm |
| <input type="checkbox"/> 2-3 times per week | <input type="checkbox"/> Weekends |

9. On a scale from 1 to 10 being 10 the most positive, how would you describe yourself?

Personal responsibility _____
Proneness to conflict _____
Ability to work under stress _____
Interpersonal skill _____

10. What do you excel at? What are your skills you can teach other people?



11. What are your hobbies and interests?

12. How do you like spending your leisure time?

13. What is your motto? _____

Thank you for the information!

Contract/ Agreement with Volunteer

(This document contain the key provisions as a sample. The contract/ agreement on volunteering should be adjusted to the national legislation!)

Date

No

The Ogranization XXX, presented by (write a position and a name of an Executive manager), hereafter referred as the “Organization” on the one hand, and (write name of person), hereafter referred as the “Volunteer” on the other hand, both hereafter collectively referred as “Parties” have concluded the present Contract with the following conditions:

1. Subject of Contract.

According to the Contract the Volunteer performs a tasks and/ or provides services as a unpaid, charitable work:

List the tasks, services, their specification, terms.

The Volunteer performs tasks/ provide services on his/ her own person at the address _____.

Task are performed/ services are provided within the Organization’s program _____.

The Volunteer works as a part of a group/ team / subdivision _____, under the guidance of _____ *(write the name of a nominated person and the Volunteer’s Coordinator)*.

If it is necessary to perform tasks/ provide services in other places, the Organization reimburse the expenses of Volunteer according to the supporting documents *(write which expenses will be covered)*:

- Cost of transportation *(indicate directions and amount of trips)*.
- Other expenses *(indicate which ones _____)*.

2. Rights and Responsibilities of Parties:

The Volunteer is responsible for:

- Carrying out tasks on time and inform the Coordinator about the work progress, problems and changes
- Respect confidentiality regarding Organization’s clients and Organization
- Respect the values of Organization and not bring it into disrepute
- Taking a good care of the Organization’s property
- Complying with the Organization’s policies and procedures
- *(Specify and add according to the national legislation)*



The Organization is responsible for:

- Providing the guidance, supervision and support of Volunteer during his/her work
- Creating the conditions for the safe and effective work of Volunteer, providing necessary means and supplies.
- Reimbursing expenses of Volunteer which are listed in this Contract.

The Volunteer has right to:

- Do his/her job according to the own motives, abilities and needs, if this job is compliant with the values and goals of the Organization and not in contradiction with the national legislation
- Be informed about tasks and deadlines
- Get induction and training from Organization as well as support during his/her work and feedback
- Get recognition if his/her contribution into the Organization's activities according to the Organization's internal policy and output of his/her work
- Choose options for the personal and professional development during volunteering
- Have access to Organization's internal policies, procedures and other information is needed for task performance
- Get reimbursement of his/her expenses which are agreed with the Organization before starting work
- Respect and non-discrimination
- Have an advantage in hiring
- *(Specify and add according to the national legislation)*

The Organization has right to:

- Ask the Volunteer to submit the supportive documents and confirmations on his/ her qualification, in a specific situation - certificate on health status and special needs of the Volunteer.

3. Responsibility of Parties:

If the Organization finds out the fact of disclosure by the Volunteer the confidential information, this Contract should be annulled.

In case of default of commitments by Volunteer has negative consequences for the Organization, this Contract should be annulled.

4. Duration if the Contract.

This Contract is valid until _____.

This Contract can be cancelled by the initiative of any Party upon advanced notice not later than _____ (write the acceptable period for a notice).