

Newport (Shropshire) U3A

Policy: Volunteer Participating Members

(Members who assist committee members but are not on the committee)

Committee members may wish to enlist the help of another member in carrying out their role on the committee by identifying an aspect of their role specification.

The committee member will:

A Choose a current member they consider suitable

B Explain to the member:

- the role
- that it is unpaid – i.e. entirely voluntary – out of pocket expenses may be claimed by submitting a receipt to the Treasurer.
- that they will not be entitled to attend committee meetings
- responsibilities regarding Data Protection
- that no confidential information may be given to him/her
- that committee members themselves are allowed confidential information on a 'need to know' basis only.
- notify the chairman of the volunteer's name and role

C Monitor the situation and ensure it is working

D The role will cease if:

- the committee member considers the arrangement is not working or is no longer required
- the committee member ceases to be a committee member
- the volunteer ceases to be a member of our U3A

To be reviewed annually at the January meeting

Proposed by: A Blake

Seconded by: G Cooper

Date of review: 15/01/19

