
MELBOURNE BUDDHIST CENTRE VOLUNTEER POLICY

BACKGROUND

The Melbourne Buddhist Centre (MBC) is a community based, not for profit, incorporated association. The MBC relies on the input of volunteers and seeks to support them in their work towards the collective purpose of bringing the Teachings and Practices of the Buddhist tradition to the people of Melbourne. This occurs under guidance of the Triratna Buddhist Community, in accordance with its Purpose, Vision and Values.

PURPOSE

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles.

POLICY

The Volunteer Policy applies to all volunteers at the MBC, long and short-term as well as the Committee of Management.

Triratna Buddhist Community (Melbourne) Inc. values the role of volunteers as essential to the organisation. Volunteers need not be professed Buddhists but must be able to work harmoniously with the MBC's Committee of Management, or designated officers, to help achieve the MBC's Vision and endeavours.

Volunteers are respected for their skills and talents. Triratna Buddhist Community (Melbourne) Inc. aims to maximise volunteers' potentials by utilising their abilities and supporting them to develop.

Triratna Buddhist Community Inc and MBC Committee of Management responsibilities and procedures:

- Triratna Buddhist Community (Melbourne) Inc. will clearly specify the work of volunteers through task lists/role descriptions so that tasks match volunteers' skills, interests and capabilities.
- Triratna Buddhist Community (Melbourne) Inc. will provide induction to volunteers and ongoing support with tasks as required.
- Triratna Buddhist Community (Melbourne) Inc. will provide a safe and healthy workplace as far as is practical.
- Triratna Buddhist Community (Melbourne) Inc. will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless prior approved.
- The Triratna Buddhist Community (Melbourne) Inc. Committee of Management will ensure an appropriate level of insurance cover for volunteers.

- If a regular volunteer doesn't arrive on the expected day and has not phoned/text to inform others of the change, the person allocating tasks shall contact the volunteer. If unreachable they will leave a message or email to check the volunteer is okay and confirm any changes to the arrangement.

Volunteer responsibilities and procedures:

- Volunteers will report any incidents and hazards to a member of the MBC Committee of Management or designated officers, immediately.
- Volunteers may be required to undergo Police checks and Working With Children checks.
- Every effort will be made to ensure that allocated tasks are right for volunteers; if a volunteer feels they have been allocated a task unsuitable for them due to their abilities, injury/illness or other factors they are to inform the person allocating tasks or a member of the MBC Committee of Management/designated officers.
- All volunteers are expected to adhere to the MBC's policies, Ethical Principles and Values. Failure to do so may result in the termination of the volunteer's position.
- Volunteers have the right to refuse work.
- If a volunteer is unable to work at an expected time, or location they are to phone or text to inform the person allocating tasks.
- Volunteers have the right to leave their role and can do so by informing the person allocating tasks or a member of the MBC Committee of Management/designated officers. Where possible, advanced notice is given of the volunteers intention to leave their role.