



# Volunteer Charter

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***Volunteering is time willingly given for the common good of all members of Cooroy Golf Club and without financial gain***

One of the great traditions of *Cooroy Golf Club* is getting the job done by volunteer effort. *The Club* relies greatly on this unpaid work and places great value on volunteers generously donating their time, skills, efforts and other resources for the good of *The Club*, course and facilities.

Participating in volunteer work provides an opportunity for members to assist with activities in which they may have a special interest or expertise and to influence outcomes. You will find it very rewarding and may even learn some new skills.

## Purpose of Charter

The Volunteer Charter ensures that volunteers undertaking work for *Cooroy Golf Club*:

- receive on-job training where appropriate
- are involved in meaningful tasks that are fulfilling and appreciated
- are provided with safe working conditions
- know that what they do makes a difference
- are recognised for their efforts.

## What to expect when volunteering

There are a number of important matters you need to consider before taking on a volunteering role:

- what will the role involve
- the types of activities or projects in which you might like to get involved
- what skills, expertise and knowledge can I contribute – there will be opportunities to share your expertise with other volunteers
- what training and support will I need while volunteering - you can assist by letting *The Club* know if you think you need training or other resources to do the job well
- how much time can I contribute - long or short term, how much and how often
- what are my rights and responsibilities.

Volunteering is a partnership between you and *The Club*. As a volunteer, you can expect induction to the role, training if you need it and, a safe work environment. It is important you give and receive feedback.

Having fun with your fellow volunteers and a sense of achievement are important factors.

## The Club will:

- provide overall management and coordination of *The Club* volunteer program,
- maintain a register of volunteers including skills, expertise and availability
- make information about jobs and projects in which volunteers can get involved available in an easily accessible form
- provide sufficient training and orientation for you to carry out your volunteer role effectively
- be clear about their expectations of you
- keep you informed
- respect your opinions and ideas and give them fair consideration
- provide a safe and healthy work environment.

The Club will expect you to:

- undertake the job you have agreed to do to the best of your ability
- look after your own health and safety whilst volunteering and be accountable for your actions
- not do anything that will harm yourself, other volunteers or staff
- not take drugs or drink alcohol while volunteering
- use safety equipment provided
- be respectful to others
- accept directions
- inform the job/project coordinator when something goes wrong or isn't working
- work cooperatively with other volunteers and staff
- respect property, materials and equipment
- be open to change and ready to learn new skills.

The Club meets its responsibilities by ensuring:

- each Job or Project is clearly explained in terms of the work involved, risks, roles, skills needed and equipment to be used
- sound risk management practices are followed
- coordinators and staff are adequately skilled to show volunteers how to perform their work safely and without injury
- responsible coordinators and staff exercise due diligence by:
  - understanding work health and safety requirements
  - identifying particular job/project safety challenges and taking appropriate action
  - ensuring that work health and safety practices are properly implemented.

Volunteer protection

Unlike paid staff, volunteers are not covered by award conditions or workplace agreements.

However, as a volunteer you are covered under *The Club's* Volunteers Workers Insurance policy.

Rob Powell  
***President – Cooroy Golf Club***

Aileen Morton  
***Secretary – Cooroy Golf Club***