

## **CARDIFF ASTRONOMICAL SOCIETY VOLUNTEERING POLICY**

1. Volunteers shall be recruited only from the membership of the Cardiff Astronomical Society.
2. Volunteers shall have the support and approval of the Cardiff Astronomical Society Committee. Volunteers shall have the opportunity to represent their views to the Committee on all aspects of the Society's work.
3. The Committee will designate one individual to manage volunteers for each event. This individual will normally be the event organiser or most appropriate Committee member. The individual will also have the opportunity to influence the Society's policy on volunteering.
4. The designated volunteer manager will provide direct support of individual volunteers.
5. Volunteers will be encouraged to provide each other with mutual support.
6. All volunteers will be fully informed about the rights and responsibilities of volunteers.
7. All volunteers will be covered by the insurance of Cardiff Astronomical Society and shall be made aware of the insurance policy before undertaking any voluntary work.
8. The Committee will keep under constant review the benefits and costs of the volunteers to the Society.
9. The Trustees of the Cardiff Astronomical Society will review its policy annually, concerning insurance, reimbursement for out-of-pocket expenses, working conditions and other benefits to volunteers.

[This Volunteering Policy was last updated on 9th December 2018]