



Effective Date: 01 June 2023

## Introduction

The Volunteer Management Policy outlines the principles and procedures for recruiting, onboarding, training, and recognizing volunteers at the Historic Army Aircraft Flight (HAAF). This policy aims to ensure a positive and engaging volunteer experience while aligning with the HAAF's mission and values.

## Scope

This policy applies to all volunteers who contribute their time, skills, and expertise to support the HAAF's activities and programs. It encompasses volunteer recruitment, selection, training, supervision, recognition, and termination processes.

## Volunteer Engagement Principles

### Purpose and Mission

- Volunteers shall align with the HAAF's mission, vision, and values.
- Volunteer roles shall be clearly defined, reflecting the needs of the organization and providing meaningful opportunities for volunteers to contribute.

### Respect and Inclusion

- The HAAF is committed to providing an inclusive and welcoming environment for all volunteers.
- Volunteers shall be treated with respect, dignity, and fairness, regardless of their background, age, race, gender, religion, sexual orientation, or disability.

### Voluntary Nature

- Participation in volunteer activities is voluntary and based on the willingness and availability of individuals.
- Volunteers shall not be subject to coercion, exploitation, or unfair treatment.

## Volunteer Recruitment and Selection

### Position Descriptions

- Clear position descriptions shall be developed for each volunteer role, outlining the responsibilities, requirements, and expectations.

### Recruitment Channels

- The HAAF shall utilize a variety of recruitment channels, such as the organization's website, social media, community networks, and volunteer databases, to attract potential volunteers.

### Application and Selection Process

- Volunteers shall be required to submit an application form or resume, providing relevant information about their skills, experiences, and availability.
- A selection process, which may include interviews, reference checks, or skills assessments, shall be conducted to assess the suitability of applicants for specific volunteer roles.



### Screening and Background Checks

- Depending on the nature of the volunteer role, the HAAF may require background checks, such as DBS checks (Disclosure and Barring Service), to ensure the safety and protection of beneficiaries, staff, and other volunteers.

### Volunteer Onboarding and Training

#### Orientation

- All new volunteers shall receive a comprehensive orientation that introduces them to the HAAF's mission, values, policies, and procedures.
- The orientation shall provide volunteers with an overview of their roles, expectations, and the organizational structure.

#### Training and Development

- The HAAF shall provide volunteers with relevant training and ongoing development opportunities to enhance their skills, knowledge, and effectiveness in their volunteer roles.
- Training may include workshops, online resources, mentoring, or participation in the HAAF's events and programmes.

### Volunteer Supervision and Support

#### Volunteer Supervisors

- Designated volunteer supervisors or coordinators shall provide ongoing support, guidance, and supervision to volunteers.
- Supervisors shall ensure that volunteers have the necessary resources, information, and support to perform their roles effectively.

#### Communication Channels

- The HAAF shall establish clear communication channels to facilitate regular communication between volunteers, supervisors, and relevant staff members.
- Volunteers shall be encouraged to provide feedback, share ideas, and report any concerns or issues they encounter during their volunteer activities.

### Volunteer Recognition and Appreciation

#### Appreciation and Recognition

- The HAAF shall recognize and appreciate the valuable contributions of volunteers through various means, such as verbal appreciation, thank-you notes, certificates, volunteer appreciation events, or awards.

#### Volunteer Feedback:

- The HAAF shall seek feedback from volunteers to continually improve the volunteer experience and address any areas for enhancement.

### Volunteer Termination

The HAAF reserves the right to terminate a volunteer's involvement if their conduct or actions are deemed detrimental to the organization, its beneficiaries, or other volunteers.

Termination procedures shall be fair, respectful, and in accordance with the HAAF's policies and legal obligations.



### **Policy Review**

This policy shall be reviewed periodically to ensure its continued effectiveness, alignment with best practices, and compliance with applicable laws, regulations, and governance standards. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.