



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine

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ACPSEM Volunteer Policy

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Table of Contents

1. Purpose	Error! Bookmark not defined.
2. Scope	Error! Bookmark not defined.
3. Defined Terms	3
4. Policy Statement	4
5. Roles & Responsibilities	4
5.1 ACPSEM Volunteers	4
5.2 ACPSEM Chief Executive Officer	4
5.3 The ACPSEM Volunteer Contact Person	5
6. Recruitment and Selection	5
6.1 Responsibilities of Volunteer	6
7. Policy and Procedure for Volunteers	6
7.1 Responsibilities of Volunteer	6
7.2 Unpaid, Honorarium, Expenses and Allowances	6
7.3 Supervision, Support, and Development.....	6
7.4 Grievances and Complaints	6
7.5 Performance and Conduct	7
7.6 Termination and Resignation.....	7
7.7 Privacy and Confidentiality	7
7.8 Health and Safety	8
7.7 Taxation	8
8. Related Policies, Standards, Legislation and References	8



1. Purpose

The purpose of this policy is to articulate the framework that ensures volunteering at ACPSEM is guided by fair and consistent principles and procedures that provide a positive experience and outcomes for volunteers, ACPSEM staff and ACPSEM members.

2. Scope

This policy applies to all volunteers taking part in ACPSEM volunteer roles and staff supervising and/or working with volunteers. This policy encompasses but is not limited to:

- legal and regulatory responsibilities
- volunteer roles at the College
- recruitment, supervision, management and termination/resignation of volunteers

3. Defined Terms

College or **ACPSEM** means Australasian College of Physical Scientists & Engineers in Medicine.

Volunteer means an individual who offers their services, skills and experiences of their own free will to perform agreed tasks; and does not receive remuneration for their services under either an employment contract or contract for service. Volunteers can be either unpaid or receiving an honorarium for their services.

Volunteering means time willingly given for the common good and of the volunteer's own free will, without coercion and for either no financial payment or for an honorarium.

Honorarium. An honorarium is either an honorary monetary reward for voluntary services, or a fee for professional services voluntarily performed.

Honorariums provided by ACPSEM are paid in specific circumstances to designated volunteer positions only. Honorariums provided by ACPSEM are likely to be taxable as income to volunteers.

Expenses. Expenses are costs directly related to ACPSEM's operations. Volunteers may be reimbursed for incurring expenses on behalf of ACPSEM where incurring those expenses is explicitly approved. Expenses reimbursed by ACPSEM are not generally assessed as income to the Volunteer however, there are specific exceptions and it is the Volunteer's responsibility to correctly account for and meet any Australian Taxation Office obligations that arise to them for expense reimbursements.

Allowances. A payment is an allowance when it is a definite, predetermined amount to cover an estimated expense. It is paid even if the volunteer does not spend the full amount. Allowances, should they be provided by ACPSEM, are likely to be taxable as income to volunteers.

Contact Person means the ACPSEM employed staff member who is assigned to the volunteer as the contact person and facilitates discussions and interactions between the College and the Volunteer.



4. Policy Statement

Volunteering Australia defines volunteering as 'time willingly given for the common good and without financial gain'. Volunteers at the College make a significant contribution to the College and its community. We recognise and value the unique skills, experiences, insights and energy that volunteers bring to the College.

The National Standards for Volunteer Involvement (2015) were developed by Volunteering Australia to guide and assist organisations when involving volunteers in meaningful, relevant and useful activities. The College is committed to continuous improvement of its volunteer management practices, aligned with the National Standards.

5. Roles & Responsibilities

The College incorporates planning for volunteer involvement into our Strategic Plan, aligned with our organisational goals. Volunteers complement the role of paid staff by enhancing the College's ability to deliver its organisational objectives.

Volunteering at the College provides a wide range of benefits to volunteers, including the opportunity to give back to the medical scientific community, meet new people, be part of a team in a highly regarded institution and gain valuable knowledge, experience and skills.

Volunteers have rights and responsibilities, including the right to perform their role in a safe and supportive environment with effective management practices.

Volunteers and staff are considered partners in implementing the vision, values, programs and services of the College, with each having a complementary role to play. It is essential that volunteers and paid staff understand and respect the needs and responsibilities of one another.

Volunteer hours and attendance times will be negotiated between the volunteer and their ACPSEM Contact Person based on the requirements of the role and the availability of the volunteer.

5.1 ACPSEM Volunteers

The ACPSEM Volunteers are responsible for:

- Fulfilling their assigned duties and responsibilities as described in their allocated **Position Description**
- Complying with the terms and conditions of their volunteer services as described in their **Volunteer Agreement** including complying with relevant ACPSEM policies and procedures.

5.2 ACPSEM Chief Executive Officer

The ACPSEM Chief Executive Officer is responsible for:

- development and administration of volunteering at the ACPSEM
- advising staff on appropriate deployment and supervision of volunteers in line with this policy
- supporting volunteer recruitment and volunteer on-boarding.



5.3 The ACPSEM Volunteer Contact Person

The ACPSEM Contact Person (Chief Executive Officer or delegate) is responsible for:

- providing the ongoing contact point for the volunteer
- supporting volunteer on-boarding
- supporting volunteer day to day interaction with ACPSEM employed staff as required

Contact persons will differ based on the role's volunteers undertake and will be advised at the time of appointment. The Volunteer Contact list can be found on the ACPSEM website (add link). All volunteers including those undertaking shorter term tasks will have a designated contact person.

6. Recruitment and selection

Volunteering opportunities are available to people who are financial members of the College. Applicants must be permitted to volunteer in Australia under relevant visa conditions if applicable.

Recruitment of volunteers is coordinated by ACPSEM Chief Executive Officer at the direction of the ACPSEM Board or Professional Standards Board (PSB), as applicable. An approved delegate selection panel is responsible for interviewing and selecting candidates to meet the requirements of the volunteer role. In some circumstances volunteer selection is subject to a Nomination and Member voting process. The selection methodology applicable for each volunteer role is determined by the Colleges Governance Procedure and Constitution.

In accordance with its policies and legislation, the College embraces diversity and values the unique contributions of all people regardless of gender, race, ethnic origin, age, religion, sexual preference, marital status, pregnancy, disability or carer responsibility. We are committed to providing an environment free of harassment and discrimination.

All volunteer applications are considered on a merit basis. Assessment of suitability include relevant experience and competencies that demonstrate the ability to achieve agreed outcomes, and capacity to attend at agreed times. Reference checks may be conducted as part of the assessment process.

Any possible conflict of interest a volunteer may have will be openly declared and satisfactorily resolved as soon as possible between the volunteer and the College.

The College has the right to offer or withhold an offer of a volunteer placement to any applicant based upon the availability of a suitable volunteer role for that applicant at that time. The offer of a volunteer role at the College is in no way a commitment to an offer of a future paid role at the College.

As part of the recruitment process and prior to commencing as a volunteer:

- The College reserves the right to conduct police checks. Continued engagement as a College volunteer will be subject to satisfactory police check where role requirements, laws and College policies applicable at that time require it.



6.1 Responsibilities of volunteer

Throughout the process of recruitment and selection volunteers must:

- satisfy the college of any educational qualifications or professional registrations that are required for the role.
- participate in any requested interviews and training
- acknowledge and agree to a College **Volunteer Agreement**, the ACPSEM Vision and Values, and all relevant policies and procedures.
- cooperate with the College in any action it considers necessary to maintain a safe working (volunteering) environment
- ensure the privacy and confidentiality of any information to which they have access is maintained as per College policies.

7. Policy and Procedure for Volunteers

7.1 Unpaid, honorarium, expenses and allowances

ACPSEM's volunteer program consists of both unpaid positions and honorarium positions. The classification of volunteer positions to be either unpaid or honorarium is at the direction of the ACPSEM Board.

Both unpaid positions and honorarium positions may be reimbursed for ACPSEM approved expenses incurred on behalf of ACPSEM according to ACPSEM's **Expense Reimbursement Policy**.

For completeness, a payment is an allowance when it is a definite, predetermined amount to cover an estimated expense. It is paid even if the volunteer does not spend the full amount. At this time ACPSEM does not provide allowances for to volunteers to cover estimated expenses.

7.2 Supervision, support, and development

ACPSEM's volunteer program is endorsed and supported by the ACPSEM Board.

A **Contact Person** who is a member of ACPSEM paid staff will be assigned to each Volunteer. The Contact Person's responsibility is to ensure that volunteers are supported in their role, in accordance with this policy and related procedures.

7.3 Recognition

The College acknowledges and appreciates the time and efforts volunteers provide. We are committed to acknowledging the contribution of volunteers and will publish and promote opportunities for professional development and networking, from time to time.

7.4 Grievances and complaints

Volunteers have the right to express grievances, concerns or dissatisfaction with the volunteer program or College operations without adverse consequences. If a volunteer wishes to express



their dissatisfaction they are encouraged to do so through the **College's Complaints and Grievance Policy and Procedure**.

In accordance with the College's policies, complaints or grievances will be dealt with efficiently and in a manner that is equitable and fair to all involved. Wherever possible, all attempts will be made to informally resolve grievances at a local level through the volunteer's Contact Person (with support from the College's Human Resources expertise if required), prior to escalating grievances to a formal stage.

7.5 Performance and conduct

The College's **Code of Conduct** provides a guiding framework of positive expectations within which everyday roles are conducted. The Code of Conduct shall apply to all volunteers and staff at the College.

If there are concerns with a volunteer's performance or behaviour, these will be addressed by their Contact Person (with support from the College's Human Resources expertise if required). As a Volunteer the College's performance management procedure as identified for employed staff, does not apply. However, the Volunteer will be provided with feedback as to where their behaviour is unacceptable or their performance below standard and if operationally reasonable, provided with an opportunity to rectify.

Notwithstanding the above, the College reserves the right to end a relationship with a Volunteer at any time without notice.

7.6 Termination and resignation

Termination of volunteers may be necessary where it is determined a volunteer:

- fails to adhere to the Volunteer Agreement and all relevant policies and procedures, including but not limited to: ACPSEM's **Code of Conduct**.
- does not have the necessary skills for the role
- is unavailable to the extent that they cannot fulfil the role
- breaches safety, privacy or confidentiality obligations specified by the College
- breaks the law.

Volunteers are entitled to end their volunteering activities at any time. In order to assist with planning, **two weeks' written notice** to their Contact Person is requested. Volunteers may be asked to complete a **Volunteer Exit Interview Questionnaire** to provide feedback on their experience as a volunteer at the College. Upon request, volunteers may be given an appropriate reference detailing their contribution to the College, such as length of hours, range of activities and achievements.

7.7 Privacy and confidentiality

In accordance with **ACPSEM's Privacy Policy**, the College respects the privacy and confidentiality of personal information supplied by volunteers.



7.8 Health and safety

The College is committed to providing volunteers with a safe workplace, as supported by the College's **Work Health and Safety (WH&S) policy and procedures** on those occasions where volunteers operate from College premises.

On commencement, volunteers will be provided with relevant information and guidelines to ensure the maintenance of a safe and healthy ACPSEM workplace and/or addressing the specifics of the volunteer role (e.g. examiners undertaking work on behalf of the College in others' workplaces).

Before signing a **Volunteer Agreement**, volunteers will be advised in what circumstances they are covered under the College's **Group General Accident Insurance Policy** if volunteering in settings covered by the policy and once the agreement is signed.

Volunteers are required to report all incidents (regardless of location – home, workplace, ACPSEM premises, other) to their **Contact Person**, as outlined in any relevant College Incident reporting procedures. Volunteers will have access to the College's **Employee Assistance Program** service to debrief and seek support on volunteer activity-related incidents and occurrences.

Volunteers working on an ACPSEM site are expected to comply with the relevant College **WH&S policies and procedures** but do not have duty of care for visitor safety.

7.9 Taxation

Taxation. The Australian Taxation Office (ATO) treats payments to Volunteers (Honorariums and Expense reimbursements and Allowances) according to the nature of the volunteer activity and the personal circumstances of the Volunteer. The responsibility to meet ATO taxation obligations associated with the receipt of honorariums and/or expenses reimbursements or allowances rests with the Volunteer.

8. Related Policies, Standards, Legislation and References

- Privacy Policy
- Volunteer Agreement
- Work Health and Safety Policy and Procedures
- Workplace Harassment, Discrimination and Bullying Policy and Procedures
- Complaints and Grievance Policy and Procedures
- Expense Reimbursement Policy
- Volunteer Position Descriptions
- Volunteer Exit Interview Questionnaire