

Wide Angle Tasmania Volunteer Policy

Introduction

Wide Angle Tasmania relies heavily on the unpaid work of volunteers and values their contribution highly. The majority of volunteers are cast and crew who work on set during production initiatives including Raw Nerve. Volunteers also include Board members, those who assist in the office, at courses and events.

Purpose

This policy is intended to ensure that volunteers working at Wide Angle Tasmania have work that is safe, fulfilling, and appreciated.

Principle

All volunteers shall be treated with respect and appreciation for their contribution. Volunteers shall be engaged at the discretion of the management of Wide Angle Tasmania.

Volunteers shall carry out duties assigned by the management of Wide Angle Tasmania.

All volunteers shall, as far as possible,

- be protected from harm
- be relieved of liability for acts performed in the discharge of their volunteer function

Responsibilities

The General Manager of Wide Angle Tasmania shall be responsible for organising the recruitment, training, and supervision of volunteers for operational matters. The Chair of the Board is responsible for supervision of volunteer Board members.

The General Manager shall assign supervisors to volunteers and shall monitor the work of the supervisor. In the case of a production or production initiative the supervisor is effectively the Producer.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The General Manager shall report to the board regularly on the Wide Angle Tasmania volunteer program.

Procedures

Induction

Volunteers shall be offered appropriate information and training to discharge their functions as required – where appropriate through no-cost attendance at workshops in the lead-up to production initiatives and (for Board members) through sessions identified by the Governance sub-committee. Where volunteers will be working with children, their supervisors will outline the additional responsibilities involved.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions. On set this will include a safety briefing at pre-production meetings and on location

as required.

Reimbursement

The supervisor will outline to volunteers on recruitment which expenses will be approved for reimbursement.

Insurance

The General Manager shall record all volunteers who are covered by Wide Angle Tasmania's Personal Accident Policy – a copy of which will be available on request to volunteers and their supervisors.

Dispute resolution

All non-Board volunteers shall be entitled to appeal to the procedures set out in the Wide Angle Tasmania's Staff Grievance & Dispute Policy. The process for dispute resolution for volunteer Board members is outlined in the policy.

Passed at Board meeting held on March 13, 2014

