

George House Trust

Volunteer Development Group

1. Purpose

The function of the Volunteer Development Group is to monitor and review:

- Volunteer recruitment
- Volunteer diversity
- Volunteer learning and development activities
- Volunteer support and recognition activities

The group will also act as a consultation group for new developments within the Volunteer Programme at George House Trust.

The group will work to ensure good practice in relation to the volunteer programme and that volunteers' perspectives and views are heard within the organisation.

2. Membership

There will be 10 places on the Volunteer development group.

Membership of the Group is open to anyone who is a registered volunteer at George House Trust. Volunteers are expected to commit to membership of the group for a period of 12 months and to attend a minimum of 80% of meetings. Members who do not attend meetings will have their membership reviewed.

Members will be recruited in April of each year.

Members must be able to evidence an interest in volunteering good practice, learning and development or other skills/experience that are relevant to the group's work. They must also make a commitment to developing good practice in this area of work at George House Trust.

Volunteers do not have to be a member of this Group in order to feedback about the volunteer programme. There are several mechanisms for volunteers to feedback including the annual volunteer survey, team meetings etc.

The group will be chaired by a volunteer, to be decided by the committee on an annual basis.

The Volunteer and Development Manager will service these meetings and will research/gather information as required.

3. Frequency of Meetings

A minimum of one meeting per quarter.

4. Powers

The Volunteer Development Group shall discuss and review options and make recommendations in relation to developments to the Volunteer Programme which will be taken forward by the Volunteer and Development Manager.

On occasion, further approval for decisions may be required by the Policy and Employment Sub Committee or the Board of Trustees. The Volunteer and Development Manager will advise the committee on such occasions and seek advice from senior management as required.

The Volunteer Development Group shall carry out appropriate tasks in line with the above terms of reference as requested by other Sub Committees and the Board of Trustees.

The Volunteer and Development Manager will report to the Board on 6 monthly basis about the Volunteer Programme and the work of the Volunteer Development Group.