



JOSEPHITE COMPANIONS LEADERSHIP TEAM

VOLUNTEERS/LOCAL GROUP MEMBERS

1. RATIONALE AND PURPOSE

As the Companion Movement relies on volunteers, it is important that there is a Policy in place which covers the following:

- a) protection of volunteers
- b) formation of volunteers in the spirit of the Movement
- c) requirements of volunteers – personal, professional
- d) the responsibilities of the Sisters of St Joseph towards the volunteers

2. SCOPE

This Policy is to provide guidelines for the management of the Volunteers. It applies to all who volunteer in any of the Companions' Offices

3. POLICY STATEMENT

3.1 Who are the Volunteers

Volunteers are all those who work in the Companion Movement who do not receive a wage or salary. There is remuneration for expenses approved and spent in the name of the Movement eg travel, accommodation, administration

3.2 Formation of Volunteers

Formation of the volunteers is important and is centred around the following:

- 3.2.1 Charism and knowledge of Mary MacKillop
- 3.2.2 History of the Sisters of St Joseph
- 3.2.2 Code of Conduct
- 3.2.3 Policies of the Organisation
- 3.2.4 Accountability of volunteers

3.3 Responsibilities of the Volunteers

The Volunteers are required

- 3.3.1 to follow the Code of Conduct for the Organization
- 3.3.2 to know the requirements of the Companions Administration Handbook
- 3.3.3 to respect, where it is a shared facility, the Sisters whose premises The Companions share
- 3.3.4 to do the work as requested and within their expertise
- 3.3.5 to continue to be informed about the Josephite Companion Movement

3.4 The responsibilities of the Sisters of St Joseph and Josephite Companions Leadership Team (JCoLT) towards volunteers

The Sisters of St Joseph and JCoLT are responsible for the following:

- 3.4.1 to respect the volunteers and not expect more than their skills can offer
- 3.4.2 to keep the Companion volunteers informed about Mary MacKillop and the Sisters of St Joseph
- 3.4.3 to provide financial assistance until the Movement is sustainable
- 3.4.4 to exercise appropriate supervision of the volunteers in the exercise of their functions

4. COMMUNICATION AND IMPLEMENTATION

- a) Those working in the Offices will have knowledge of this Policy and its implications
- b) A copy of the Policy will be available for anyone to peruse
- c) This Policy will be made available on usb for our members

5. QUALITY CONTROL

- a) Any breaches of this Policy will be brought to the attention of the Congregational person assigned to oversee the implementation of this Policy
- b) This Policy will be reviewed every two years or as needed