



1.0. Introduction

Wycliffe Choral Society [“the Society”] is a registered charity that has to rely on the services of Volunteers who are not members of the Society from time to time. It is the intention of the Society to manage the activities of its Volunteers efficiently and in an organised and fair manner.

2.0. Activities

There are a range of Society activities that need the assistance of Volunteers including the sale of programmes and tickets at concerts, the laying out of furniture for performances and car parking.

3.0. General Procedure

- 3.1 The Society Committee shall appoint a Volunteers Organiser who will keep a Contact List of Volunteers. It will be the responsibility of the Volunteers Organiser to recruit Volunteers from time to time to cover the usual Range of Volunteer activities.
- 3.2 In good time before each concert the Volunteer Organiser shall contact the Volunteers and ensure that each activity is covered.
- 3.3 Clear instructions as to the role of each Volunteer shall be given and where possible by email. After each concert the Volunteer Organiser should thank each Volunteer appropriately.

4.0. Health and Safety

- 4.1 In compliance with the Society's Risk Management Policy, where relevant the Volunteer Organiser shall ensure each volunteer has sufficient equipment and where needed a high visibility jacket in order to carry out their activity in a safe manner.
- 4.2 It is the responsibility of the Volunteer Organiser to provide each Volunteer with such supervision and directions as is reasonable in the circumstances.

5.0 Conclusion

At all times it is the responsibility of the Volunteers Organiser and the Committee to keep in mind the efficient and safe running of the Society while providing adequate support for the Volunteers during the time that they are carrying out the activities of the Society.