



## Zabarang Kalyan Samity Policy Cover Sheet

<b>Policy Name:</b>	<b>Volunteer Policy</b>
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<b>Primary person responsible for updates to this policy:</b>	Mathura Bikash Tripura
<b>Job title:</b>	Executive Director

**Circulation:** This policy has been approved by the executive committee members and is available to staff and general committee members. It is addressed to all staff members, volunteers and applies at any organizational services.

**Reviewed by:**

Mathura Bikash Tripura  
Executive Director  
Zabarang Kalyan Samity

Date: 15 December 2022

**Approved by:**

S Ananta Bikash Tripura  
Chairperson  
Zabarang Kalyan Samity

Date: 15 December 2022

# Safeguarding Policy



## Zabarang Kalyan Samity

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# Zabarang Kalyan Samity

## Volunteer Policy

### 1. Introduction

The purpose of the Volunteer Policy is to:

- to promote volunteering within the organization
- to positively support volunteers within the organization
- to guide the organization in good volunteer management

### 2. The Volunteer

A volunteer is someone who assists the organization but is not employed by the organization and does not receive a salary, honorarium or any other payment for activities relating to the organization

### 3. Volunteer Selection

Anyone interested in volunteering for the organization should write to the Executive Director of the organization, giving their reasons for volunteering, qualifications and details of previous work experience.

After meeting with the applicant, the Executive Director will decide whether the applicant is suitable to join the organization as a volunteer. Applicants will be notified in writing of the Executive Director's decision. The Executive Director's decision is final.

### 4. Memorandum of Agreement

All volunteers are required to sign a Memorandum of Agreement with the organization. This will identify:

- volunteers commitment to the organization
- organization's commitment to the volunteer

#### **Volunteer Commitment**

The volunteer should reaffirm their commitment to volunteering.

The volunteer will be encouraged to attend the office regularly and must be able to give at least 20 hours of their time to the organization each week.

All volunteers will be required to complete the office timesheets and will be required to comply with office procedures and policies.

  
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Executive Director  
Zabarang Kalyan Samity

  
Chairperson  
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All volunteers should attend monthly staff meetings and other staff events

### **Organization Commitment**

The organization should reaffirm their commitment to volunteering.

The organization will be required to identify someone within the organization who will give support and who will ensure the volunteer is content at work.

The organization will be required to prepare a task list for the volunteer. And in accordance with the organization's Competency policy, the organization will be encouraged to prepare a training plan for the volunteer to ensure that maximum benefit is gained from the volunteer's time with the organization.

The organization should make arrangements for all volunteers to attend monthly staff meetings and other staff events

## **5. Volunteer Tasks**

Volunteers will be allocated task according to their experience, expertise and commitment to the organization.

Volunteers with little or no experience will assist the Administrative Officer.

- Answering the phone
- Receiving visitors
- Photocopying
- Distributing letters
- Setting up the training room
- Organizing refreshments
- Assisting with marketing

Experienced volunteers will be allocated to a program area or project, with the agreement and support of the project coordinator/supervisor. Tasks will vary and will be set by the project coordinator/supervisor.

## **6. Volunteer Allowances**

Subject to the availability of organizational funds and Executive Committee approval, volunteers may apply to the organization for financial support towards:

### **Personal Hardship**

- contribution to board and lodging
- contribution to travel to and from the office

  
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In addition, when attending meetings, training or workshops for the organization, and with the permission of the Executive Director, the volunteer may claim Travel and Daily Allowances in accordance with the organization's Benefits Policy.

Volunteers are also entitled to apply for Training Allowances to support professional development and/or secondary/higher education.

## **6. Other Benefits**

In accordance with this policy and the organization's Recruitment and Selection policy, volunteers who meet the essential criteria for a permanent or fixed term post being advertised by the organization, and who have been with the organization for at least six months, will automatically be offered an interview for the post.

  
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