

## Volunteer Policy

### Purpose:

This Policy provides the framework through which volunteers engage with the activities of Project Management Institute, Sydney Chapter (**PMISC**). Board members

### Policy outline:

- To ensure that volunteering remains a mutually beneficial activity;
- To clarify the relationship of Board members and volunteers;
- To provide a safe and healthy workplace for volunteers;
- To identify the training requirements, if any, of volunteers;
- To ensure activities undertaken by volunteers are carried out in a safe manner; and
- To provide volunteers with appropriate supervision and guidance.

Selection of volunteers is made in accordance with PMISC's commitment to equal opportunity and relevant legislation.

### Volunteers Responsibilities:

#### Volunteers:

- Uphold a positive PMISC image when undertaking activities on behalf of PMISC;
- are subject to the provisions of PMISC's policies and procedures;
- must not disclose, disseminate or make use of confidential information they have access to while volunteering at the PMISC;
- are required to comply with [PMI Code of Ethics & Professional Conduct](#) in all their dealings; and
- complete a record of attendance on each volunteering occasion.

Failure to comply with the above responsibilities may result in the PMISC terminating the volunteer's engagement.

### Supervisor Responsibilities:

#### Supervisors are required to:

- complete a Volunteer Registration Form, identifying and documenting the role of the volunteer
- directly supervise and provide suitable information, training and resources for volunteers, including providing them with a copy of the Code of Conduct; and
- ensure they complete the introductory Work Health and Safety (WHS) training and any necessary workplace specific WHS training required.

Volunteers must not be instructed to provide services normally undertaken by PMISC employees.

### Insurance:

Are volunteer's activists are covered under insurance.

**CONFIDENTIAL – Uncontrolled when printed**

Authority: Board of Directors	Version: 1.0	Date issued: 01/01/2022	Page 1
PMISC site		Date of next review: 01/01/2025	

The PMISC Board of Directors are responsible for ensuring this policy is reviewed every three (3) years, or as required, for currency and compliance with PMI policies and all relevant legislation.

**Relevant documentation/legislation:**

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2011 (NSW)

Safework NSW guidelines for Volunteers: <https://www.safework.nsw.gov.au/legal-obligations/volunteering>

PMISC Handbook

**CONFIDENTIAL – Uncontrolled when printed**

Authority: Board of Directors	Version: 1.0	Date issued: 01/01/2022	Page 2
PMISC site		Date of next review: 01/01/2025	