

Volunteer Policy

Introduction:

U3A Melbourne City is a not-for-profit incorporated organisation with the mission of providing learning opportunities and activities through social inclusion and engagement for over 50's no longer in full-time work.

U3A Melbourne City has no paid staff. It functions solely through the efforts and contributions of our members who give generously to our organisation as Volunteers.

Purpose:

The purpose of formally registering our Volunteers on our MyU3A System is to:

1. Ensure that our Volunteers are covered by the Victorian Managed Insurance Agency (VMIA) insurance cover.
2. Comply with the Volunteering Victoria Rules
3. Comply with the legislation including the Privacy Act and Public Safety Regulation
4. Comply with U3A Melbourne City Code of Conduct

Levels of Volunteering:

A Regular Volunteer regularly commits and contributes their time and effort to critical roles within our organisation. These volunteers ensure we remain compliant and functional.

Examples are Tutors, Coordinators, Team Leaders of Let's Do, Rostered Office Volunteers, Newsletter Editor, Committee of Management, and any role depicted on the Organisational Chart.

A Casual Volunteer contributes to a project for a short-term period. Examples are assisting at single event, class assistants, or as part of their own class, event or activity.

Volunteer Agreement:

The Volunteer Agreement contains instructions, requirements and rewards for members who are registered as Volunteers. The Volunteer Agreement will be made available to U3A members who are considering becoming a Volunteer. Members who have completed a registered Volunteer Agreement will have access to priority enrolment in a one year long or semester course, effective immediately.

To become a Registered Volunteer, you are required to:

1. Be a financial member of U3A Melbourne City
2. Be assigned a role within the U3A Melbourne City Team by a Team Leader/Tutor/Committee Member
3. Have read and signed the current U3A MC Volunteer Agreement
4. Have your agreement co-signed by a Team Leader/Tutor/Committee Member
5. Return your signed Agreement **to** volunteering@u3amelbcity.org.au or in person to the Members' Centre.
6. Have been registered in the MyU3A system as a Volunteer, by the Volunteer Coordinator Team.

To express interest as a volunteer, please refer to the website at www.u3amelbcity.org.au or email volunteering@u3amelbcity.org.au