

## SIETAR Netherlands Volunteering Policy

### Introduction

Volunteering for SIETAR Netherlands (SNL) is the commitment of time and energy for the general benefit of SNL and also for your personal growth. It is undertaken freely and by choice without concern for financial gain.

SNL believes in the value of voluntary activity as an important expression of membership and an essential component of the development and execution of the vision, mission and strategy of the SNL. SNL supports and promotes volunteering in different forms from the board membership to an ad-hoc involvement in an event coordination. SNL takes responsibility for ensuring that volunteers are appropriately involved, valued for their contribution and respected as colleagues.

#### **In issuing this volunteer policy SNL wishes to:**

- Formally acknowledge and support the role of volunteers in SNL;
- Set out the principles governing the involvement of volunteers and provide a set of guidelines to ensure good practice in working with volunteers;
- Encourage and enable the involvement of volunteers;

This volunteer policy and accompanying Volunteer Handbook (Appendix) are intended for use by all the volunteers within SNL.

## SIETAR Netherlands (SNL) Volunteer Policy Statement

### **Equal Opportunities**

- SNL is committed to the equal opportunities for the volunteers based on the philosophy stated in our Code of Ethics (SIETAR NL endorses that all people have the right to be free from any form of discrimination on the grounds of ethnic origin, color, culture, religion, language, sex, political or other beliefs, national, ethnic or other social origin, disability, birth or other circumstances).
- This principle will apply to recruitment, onboarding, training, promotion, facilities, procedures and all terms and conditions concerning volunteers.
- Volunteers are expected to adhere to SNL Code of Ethics which can be found on our website.

### **Roles & Positions of Volunteers**

- SNL has no paid personnel and all the work is done by volunteers. Volunteers are the essential part of SNL. SNL needs a strong volunteer base for its development and



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continuity. The volunteer work provides the volunteers with work experience and the opportunities to present their professional expertise and connect, innovate and develop their professional development together with other members.

### **Types of Volunteers**

- SNL has currently the following types of the volunteers:
  1. Board (Chairman, Secretary, Treasurer, Representatives for Activity and Communications Committee and for SIETAR Europa)
  2. Committees (Activity and Communication Committee - ACC)
  3. Project Based Work groups (e.g. D&I)
  4. Ad-hoc work (e.g. organizing an event, presenting a webinar)

### **Recruitment & Selection**

- Recruitment and selection of volunteers will be in line with the philosophy of SNL stated in Codes of Ethics and volunteers shall represent the total membership population. Appropriate targeting may be used.

### **Information, Onboarding & Training**

- Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities within SNL.
- Volunteers will be given onboarding and training in the specific tasks to be undertaken.
- Volunteers will be consulted in decisions which affect them and their activities.

### **Support & Supervision**

- Volunteers will be assigned a named contact person for supervision and support.

### **Problem-Solving**

- SNL recognises that problems might arise and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person (See Volunteer Handbook).

### **Confidentiality**

- Volunteers will be bound by the confidentiality conditions of GDPR. (See Volunteer Handbook).

### **Expenses**

- SNL will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses (See Volunteer Handbook).

### **References**

- On the basis of their voluntary work, volunteers will have the right to request a reference.



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### **Monitoring & Evaluation**

- SNL board, the named contact person and volunteers will have the opportunities to monitor their involvement with reference to this Volunteer Policy and evaluate their involvement during and at the end of their volunteer work.

### **Review**

- This policy comes into force on January 1, 2021 and SNL commits itself to review the policy as and when changes in legislation or other factors make this necessary. The policy will be subject to a comprehensive review two years after its introduction. (Review date: January 1, 2023)