



APF VOLUNTEER MANAGEMENT POLICY AND PROCEDURES

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CONTEXT

APF, like many other not-for-profit organisations, relies on members volunteering their time to help foster and promote the sport. Some members offer their professional skills, some their knowledge after long-time involvement in competition, coaching or administration, and some simply “give back” after having benefited from the volunteer efforts of those before them. In all cases volunteers are welcome and their efforts are greatly appreciated.

PURPOSE

This policy is intended to ensure that volunteers for APF and its committees have duties that are safe, significant, fulfilling, and appreciated.

POLICY

All APF Volunteers must hold a form of APF membership.

All volunteers shall be treated with respect and gratitude for their contribution.

APF will provide each volunteer with a broad description of their role, which details the relationship between the volunteer and APF or APF committee.

APF will provide volunteers with reimbursement for reasonable out-of-pocket expenses that they incur when performing authorised tasks associated with their role.

APF will provide APF Associate Membership, (a non-jumping membership) at no charge to CEO-approved persons during the time they are providing service to APF. The relevant person must agree to the same terms and conditions agreed to by Full Term Members. Membership granted in this manner will expire at the end of each financial year and must be re-established if it is to continue.

Responsibilities

The volunteer’s duties will be those matters that are contained in the Job Description/Specification, Committee Charter, Letter of Appointment, or any such other equivalent document or verbal explanation that contains the expectations and delegated responsibilities of the position.

The volunteer will be responsible and accountable to a coordinator for the role:

- (i) in an established position, the person who has overarching responsibility in APF,
- (ii) in an Area Council, the Area Council Chair,
- (iii) in an Operational or Board Committee, the Chair of that committee; or
- (iv) in an appointment, to the person who has made the appointment.

HOW TO GET INVOLVED

APF relies on those wanting to volunteer to identify themselves or respond to a call for volunteers, such as at the Area Council level, for State and National Championships, as a committee member on one of the Operational or Board Committees, or as an officer of APF. Board Members (who serve as Company Directors) are also volunteers.

Volunteer Involvement

When a vacancy becomes available on an Operational or Board Committee, an Area Council, a National Officer position, or on the Board itself, the vacancy will initially be notified through the APF regular e-News broadcasts to members. From time-to-time members will be invited to apply for vacancies.

Those wanting to volunteer for a position at the national level need to appreciate they may, on occasions, have to travel to the APF Office in Brisbane, attend the Annual Conference, usually at a capital or large regional city, and be expected to actively contribute to the development and implementation of APF Policy. Those holding a national position need to be contactable by phone, use email, have access to a computer and be able to print documents

Volunteer Absences

APF recognises that our volunteers have the right to disconnect, and that they have other commitments that may take them away from their duties for a period of time. These rights need to be exercised in a manner that does not unduly disrupt the services APF provides to members.

Committee members (which include Area Councils and the Board) should, in the first instance, discuss their needs with their Chair. If possible temporary arrangements should be put in place to cover any leave of absence.

Committee or Board chairs are also entitled to Leave of Absence. In those cases, the choice of a temporary replacement Chair is made by the same people that elected or appointed the Chair.

Induction

All Volunteers shall be provided appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions. The volunteer's coordinator shall be responsible for organising their induction and training, and this will normally be the Area Council Chairperson, Committee Chairperson or person the volunteer will be accountable to in their volunteer role.

Induction at the Local Level

Volunteers need to develop an understanding of what APF is about, and what role Area Councils play. The induction process at the Area Council level is supported by the Area Council onboarding section of the web site. New volunteers should listen, ask questions, contribute to the discussion and develop an understanding of your Area Council's Terms of Delegation, the APF Constitution, and the APF Strategic Plan. Regular national meetings of Council Executives and Council Chairs are held, and these form a key part of the induction process.

Induction at the National Level

There are Committee Charters and Job Specifications which set down the standard operating procedures for these positions, and these can be reviewed through the APF Website.

When a position becomes vacant it will generally, but not always, be advertised. If you wish to take the initiative and seek out a possible position, look at the charters for the standing Operational Committees for Sport Development, Awards, Funding, Rigging, Aviation, Performance Based Funding, Information and Communication Technology, Competition, and Safety and Training. There are also Risk and Audit, Governance, and Remuneration Committees' positions which are filled at the Annual Board Meeting in November each year. To offer one's services, it is best to email the relevant committee chairperson well before elections/appointments take place.

If interested in the positions of National Aviation Officer, National Rigging Officer, National Competition Officer, National Review Officer or National Judging Officer, your interest should be made known to the CEO. These are one-year appointments that run from November-November. Existing position holders must re-apply on an annual basis.

Supervision

All Volunteers shall receive appropriate supervision in the exercise of their functions. For volunteers in an Area Council, the Area Council Executive is essentially their day-to-day supervisor.

Reimbursement for approved travel, accommodation and reasonable expenses

Volunteers by their very nature are not in paid positions. Some positions are allocated a budget for travel, accommodation, printing, postage and stationery, but these are subject to a written agreement between the APF Office and the volunteer involved. In the case of Area Councils, all agreements must be documented and supplied to the APF Office. Reimbursement is typically for the Chair, and those appointed to bodies which involve international travel. Such positions' annual budgets must be Board-approved.

See the 'APF Travel Policy and Procedures' for more information.

Claiming for Out-of-Pocket Expenses

Generally, if a volunteer is asked to complete a particular task that will incur a monetary cost, that cost is recoverable from the APF using approved procedures.

Payments will only be made for pre-approved expenditure upon receipt of an APF reimbursement form accompanied with all relevant receipts, as set out in APF's Travel Policy. APF has an [Expenses Claim Form](#) template which is available from the link. It is recommended that you use this electronic template form as it has provision for your bank details so a refund can be deposited in your nominated account.

Area Councils do have significant financial resources to fund their own activities, so there is scope for recovery of out-of-pocket expenses for Area Council-based volunteers (if this is an important consideration for the volunteer).

See Appendix A as a Guide and the website for more information. Where any inconsistencies arise, APF policy takes precedent.

Engagement in parachuting activities

APF and Group Members will ensure that Volunteers engaged in parachuting activities read, understand and accept the APF's and/or Group Member waiver (Terms & Conditions).

Procedural and Supporting Documents and Related Topics:

- APF Travel Policy and Procedures
- Member Protection Policy
- APF Membership agreement.

The APF may amend this Policy from time to time.

APPENDIX A: GUIDELINE FOR VOLUNTEERS WHEN TRAVELLING FOR APF

All travel, transport and accommodation for volunteers shall be approved and arranged by the APF Office.

When using one's own car for pre-approved use, a rate per kilometre based on [ATO published guidelines for vehicles](#) may be claimed without justification other than distance travelled on APF business. Parking fees can be claimed by providing evidence of the claim.

Meals should be in-keeping with the standard of accommodation and purpose of the visit.

Use [these guidelines](#).

In all cases, use best judgement on the basis that your volunteering is most appreciated but should not be used for personal advantage.