

# APF VOLUNTEER MANAGEMENT POLICY AND PROCEDURES

## CONTEXT

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APF, like many other not-for-profit organisations, relies on members volunteering some of their time to help foster and promote the sport. Some 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 greatly appreciated.

## PURPOSE

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This policy is intended to ensure that Volunteers working at APF have work that is safe, significant, fulfilling, and appreciated.

## POLICY

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

Volunteers shall carry out duties assigned by the management of APF.

APF will provide each Volunteer with a description of their role, which details the relationship between the Volunteer and APF.

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

### 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 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 the APF Organisational Chart (RS 57) for the volunteer position;
- (ii) in an Area Council, the Council Chair;
- (iii) in an Operational or Board Committee, the Chairperson of that committee; or
- (iv) in an appointment, to the person who has made the appointment.

## HOW TO GET INVOLVED

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APF relies on those wanting to volunteer identifying themselves or responding 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 the APF in a national technical officer role. Board Members too are volunteers.

### Local Involvement

Taking an active interest in how the APF operates at the local Council level, in the first instance, is usually the best way to begin involvement. Attending the local Council Meeting is a highly recommended starting point for those interested in volunteering. This is where coaching, State Championships and sponsored training camps are discussed, and resources allocated.

When a vacancy becomes available on an Operational or Board Committee, for a National Officer or on the Board itself, the vacancy will initially be notified to member through the APF regular e-News broadcasts to members.

## **National Level Involvement**

Those who become a volunteer at the national level have usually started out at the Club and Council level, although this is not strictly a prerequisite. National level positions are more structured and generally more demanding than at the Club and Council level.

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.

## **PROCEDURES**

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### **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 Council Chair, Committee Chair 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 the APF is all about, and what role Councils have in the scheme of things. The induction process at the Area Council level may simply be a matter of turning up and learning the ropes through involvement. New starters should listen, ask questions, contribute to the discussion and develop an understanding of your Council's Terms of Delegation, the APF Constitution 3.0 Objects (our aspirations), the APF Strategic Directions (our goals).

### **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, take a look at the standing Operational Committees for Sport Development Funding, Awards, Rigging, Competition and Training and Safety. There are also Risk and Audit, Governance, and Management Committees' positions which are filled annually at the Annual Board Meeting.

To offer oneself, it is best to email the relevant committee chair – well before elections take place – which are held in December each year. If interested in the positions of National Aviation Officer, National Rigging Officer, National Competition Officer or National Judging Officer, your interest should be made known to the CEO.

### **Supervision**

All Volunteers shall receive appropriate supervision in the exercise of their functions. For volunteers in a Council, the Council Committee is essentially their day-to-day supervisor (their "boss").

### **Reimbursement for approved travel, accommodation and reasonable expenses**

#### ***Travel and Accommodation***

Volunteers by their very nature are not paid positions. Some positions are allocated a budget for travel, accommodation, printing, postage and stationary, but these are subject to a written agreement between the APF Office and the volunteer involved. This is typically for the Chair, Management Committee, and those appointed to the IPC, PIA, and ASIANA which involve international travel. Such positions' annual budgets must be Board-approved.

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

***Out-of-Pocket Expenses***

Generally, if a volunteer is asked to complete a particular task and 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.

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

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

**Engagement in parachuting activities**

APF and Clubs will ensure that Volunteers engaged in parachuting activities read, understand and accept the APF's and/or Club's parachuting contract (waiver).

**Procedural and Supporting Documents and Related Topics**

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- APF Travel Policy and Procedures
- Member Protection Policy
- APF parachuting contract (waiver)

The APF may amend this Policy from time to time.

*Date of Issue: 29/11/2017*

## **APPENDIX A: GUIDELINE FOR VOLUNTEERS WHEN TRAVELLING FOR APF**

Travel for volunteers should be arranged by the APF Office staff on the volunteer's behalf. In an emergency, the volunteer can organise their own air travel on the basis of economy class travel.

When hiring a vehicle, a compact car is to be used; unless large amounts of equipment need to be transported, in which case a larger vehicle may be justified. When using one's own car, a rate per kilometre based on the ATO published guidelines for vehicles (e.g. \$0.70/km) may be claimed without justification other than distance travelled on APF business. Parking fees can be claimed by providing evidence of the claim.

When travelling by taxi, timing flight arrivals so a taxi can be shared with others is preferred. Uber is to be used if available and convenient.

Accommodation may be 3- or 4-star unless suitable accommodation is not available, and the extra expense can be justified.

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

Alcoholic drinks will generally be a personal expense unless accompanying a meal for the purpose of conducting some business on behalf of the APF, with a client or other APF members, and can be justified.

In all cases, use best judgement on the basis that your volunteering is most appreciated but should not be used to turn a profit.