

Green Sod Land Trust
Company Limited by Guarantee

Working Title:
Green Sod Ireland – *An Fóidín Glas*



Working to protect and conserve land in Ireland and its indigenous inhabitants; animals, plants, soils, rocks, micro-organisms, watersheds and the like, for their own sake and for the sake of present and future generations.

www.greensodireland.ie

Volunteer Policy

Charity Reg. No. 20062262

CONFIDENTIAL
CONTRACT OF VOLUNTARY SERVICE
Between
Green Sod Land Trust Company Limited by Guarantee
And
Volunteer

Reason for Policy:

Green Sod Land Trust (CLG) – An Fóidín Glas acknowledges the contribution and impact volunteers have on society and the environment through their involvement in various organisations. *Green Sod Land Trust* recognises the on-going role that volunteers play in the development of community and environmental projects. The Trust acknowledges that the work of protecting and conserving land/ecosystems would not be possible without the dedication and commitment of volunteers.

Green Sod Land Trust (CLG)– An Fóidín Glas demonstrates its commitment to volunteering through its membership of Galway Volunteer Centre, 27 William St. W., Galway; its connection to NUI's CKI programme; and through its model of good practice in volunteer management.

Green Sod Land Trust (CLG) – An Fóidín Glas is committed to involving volunteers in all aspects of its activities. The Trust has developed a volunteering policy and programme to provide a framework for the involvement of volunteers in the work and in meeting the aims of the organisation.

Green Sod Land Trust (CLG) – An Fóidín Glas is committed to continuous improvement working within recognised good practice framework, as far as our capacity reasonably allows.

Policy Statement:

Green Sod Land Trust (CLG) – An Fóidín Glas values the contribution that volunteers can make to our organisation. They help reflect the diverse interests, needs and resources of the communities we aim to serve and bring a unique perspective to our work.

Green Sod Land Trust (CLG) – An Fóidín Glas recognises that volunteering is a two-way process that provides Green Sod Ireland with the benefits of the skills, experience and enthusiasm that volunteers bring, and provides volunteers with opportunities to further enhance or develop skills, gain experience of new working environments and gain personal benefits from the volunteering experience. We are committed to managing and supporting volunteers in a way that ensures that the needs of both parties are met, as far as our capacity reasonably allows. The Trust aims to train, support and supervise volunteers to the best of our abilities, and to act quickly and fairly if difficulties arise.

Green Sod Land Trust (CLG) – An Fóidín Glas strives to create a diverse and inclusive organisation; we are therefore committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

Principles Statement:

Green Sod Land Trust (CLG) – An Fóidín Glas recognises three principles fundamental to volunteering – diversity, mutual benefit, and recognition. These inform every aspect of *Green Sod Land Trust (CLG) – An Fóidín Glas* volunteer policy and programme.

Policy: Volunteering

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Diversity means that The Trust welcomes difference in people: age, nationality, gender, religion, marital/partnership status, sexual orientation, race etc.

Mutual benefit means that The Trust believes that volunteers who offer their skills and experience unwaged to the Trust ought to benefit in other ways in return for their contribution. The Trust supports those giving time voluntarily to be personally fulfilled in working with the Trust.

Recognition means that the Trust gives explicit recognition to the volunteer for their contribution to the Charity, and to its wider objectives.

Responsibilities:

Green Sod Land Trust (CLG) – An Fóidín Glas recognises that the success of its volunteer policy and programme is dependent on the active support of all parts of the organisation.

Board – the Board of Directors of *Green Sod Land Trust (CLG) – An Fóidín Glas* has overall responsibility for ensuring that the Volunteer Policy meets the needs of *Green Sod Land Trust Company Limited by Guarantee*: ensuring that volunteers are looked after and that the policy is implemented effectively and reviewed at appropriate intervals.

Volunteers – all volunteers are responsible for ensuring that this policy is implemented effectively within the volunteering roles they are undertaking.

Volunteer Agreement: Each volunteer will sign a volunteer agreement detailing the Trust's expectations of and commitment to the volunteer. The agreement is to assure volunteers of our appreciation of their support and service and to indicate what Green Sod Ireland expects from the volunteer.

Exclusions:

Green Sod Land Trust (CLG) – An Fóidín Glas recognises that its Board members are volunteers. However, where a Board member is acting purely within that role description they are covered by separate Board policies in recognition of that unique role and the statutory obligations placed on them by Charity and Company law. When Board members are undertaking other voluntary activity within *Green Sod Land Trust (CLG) – An Fóidín Glas* their involvement is covered by this policy.

Review:

This policy will be reviewed by the Board every three years.

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**GREEN SOD LAND TRUST
COMPANY LIMITED BY GUARANTEE**



Volunteer Agreement

Volunteer Agreement to be signed by a member of Board of Directors in conjunction with the Contract of Voluntary Service:

The aim of this agreement is to assure volunteers of our appreciation of their support and service and to indicate our commitment to do the very best we can to make the volunteer placement productive and rewarding both for the volunteer and the Trust.

Green Sod Land Trust (CLG) – *An Fóidín Glas*

On behalf of the Board of Directors of Green Sod Land Trust (CLG) – *An Fóidín Glas*,

I _____ am pleased to accept the services

of _____ (volunteer) beginning on dd/mm/yyyy

Green Sod Land Trust (CLG) – *An Fóidín Glas* commits to the following:

- To provide adequate information and assistance to support the volunteer to meet the responsibilities of the volunteering role
- To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance
- To respect the skills, dignity and individual needs of the volunteer, and to do our best to meet individual requirements
- To be receptive to any mutually beneficial comments and or suggestions
- To respect the volunteer as part of a team working to achieve the goals of Green Sod Land Trust (CLG) – *An Fóidín Glas*.

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1. Purpose

This agreement is intended to outline the terms and conditions for the provision of volunteer Education Assistant services by _____ to Green Sod Land Trust Limited ("Green Sod Ireland")

2. The Trust's Rights and Responsibilities

The Trust has the exclusive right and sole responsibility to plan, organise and manage its operations in order to achieve and maintain the goals of the Trust.

The Trust retains the sole and exclusive right to direct its Volunteers. This includes the right:

- To plan
- To direct
- To schedule and control all operations
- To schedule and assign work to specific volunteers
- To sub-contract as necessary
- To determine/negotiate working hours
- To determine the means, methods and process of service

3. The following Terms and Conditions of your engagement with the Trust.

- a. You shall commence your work with the Trust on the ___ day of _____ 20__.
- b. It is intended the volunteer's services will be provided for an initial period of one year.
- c. You shall to the best of your ability provide services as an Educational Assistant to the Trust and in consideration of you providing the Trust with the said services the Trust shall if requested provide references and testimonials to third parties on your (the volunteer's) behalf.

d. This Agreement can be terminated by either party by giving fourteen days written notice to the other party.

e. Confidentiality

You hereby agree that you shall not, at any time, during your engagement with the Trust except in so far as it is necessary and proper in the course of your engagement, or anytime thereafter, disclose to any person any confidential information or any other information concerning the practises, business dealings or affairs of the Trust, or any of its donors or clients, or, as to any other matters which may come to your knowledge by reason of your work with the Trust. The terms confidential information or any other information concerning the practises, business dealings or affairs of the company, or its donors or clients are agreed and are understood to mean, for the purposes of this agreement, any knowledge or information which could only have been gained from working with and within the Trust. This is specifically relevant to the Trust Database, practises and procedures etc... Copying, downloading or any other methods of transferring of the Trust's information is included in this Confidentiality Clause. Should this agreement be terminated, for whatever reason, all files, other programmes or other records processed, developed, purchased instigated under the banner of Green Sod Land Trust Company Limited by Guarantee will be returned to the Trust.

f. All files, records, documents, correspondence, notes, faxes, E-mails associated remain the property of Green Sod Land Trust CLG, and will not be removed from the Trust's premises without the authorised permission from the Board of the Trust.

Please indicate acceptance of this Agreement for the provision of Volunteer Services by signing both copies and returning one to the Trust.

ACCEPTANCE

I, _____ accept all the terms and conditions set out in this Agreement and agree to abide by its contents.

Signed: _____ (Volunteer) Date: _____

Signed: _____
 On behalf of Green Sod Land Trust CLG. Date: _____