



Affiliated to NODA

Musical
Theatre
Stafford

Creating, Inspiring & Developing
since 1922



President: Sue Zurawiel
Chairman: Roger Foxcroft
Secretary: Jess Smith

Registered Charity (1196249)

VOLUNTEER POLICY

MTS welcomes and relies on volunteers.

This policy will:

- let volunteers know who we will ensure fairness and consistency.
- enable volunteers to know where their responsibilities and role in the charity.
- offer guidance on the treatment of volunteers
- define the roles of both volunteers and members / trustees

Volunteering is defined as “an activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives”. In MTS, this means any member of the public engaged in helping run any aspect of the charity who is not paid for doing so.

A volunteer may or may not be a member or a trustee.

This policy will be regularly monitored by the Executive Committee of the society and will be subject to annual review following the AGM each year.

Recruitment

- Anyone wishing to become a volunteer will be asked to provide contact details, and be interviewed by an appropriate person. Any volunteer who will not undergo a membership audition, or some other vetting process must be approved by the executive committee.
- There is no right of tenure on either side - either party or the charity is free to break the relationship with the volunteer and the charity at any time. However, volunteers are not elected, and do not pay a membership fee, and so are perpetual volunteers until this happens with no need for re-application at any time.

Responsibilities

- Volunteers are appointed into specific areas of the charity, and implicitly fall within the responsibility of an executive committee member.
 - For technical volunteers this would be the Technical Manager
 - For finance volunteers this would be the Finance Officer
 - For publicity volunteers this would be the Publicity Officer
 - For general volunteers for a production, such as hair, makeup, props and costumes this would be the Secretary

- For all other volunteers this would be the Secretary
- Volunteers may be “reassigned” to new executive officers as their role changes, or as circumstances require.
- If the volunteer will be working with children they must submit to a DBS check, or provide details of any existing DBS check.
- If the volunteer has any change of circumstances which may affect the standing of the charity they must declare this to the Secretary. This includes but is not limited to:
 - any legal or civil proceedings against them
 - bankruptcy
 - any political action groups that may involve the arts
 - any arts council or other grant awarding parties where the volunteer is an officer
- Volunteers are NOT expected to use their own vehicles, other than to travel to and from the place of their duties. If a volunteer does use their own vehicle then adequate insurance must be in place, and the volunteer must be legally qualified to drive the vehicle in question.
- Our insurance policy covers volunteers, as long as this policy is followed. The volunteer must also abide by all other MTS policies.

Expenses

- Volunteers may only incur expenses with the explicit approval of the Finance officer, and on production of valid receipts. If the expense exceeds the maximum allowed without executive approval in the Financial Terms of Reference the executive committee must approve the expenditure to be made by the volunteer.

Support

- Volunteers will be supported informally by the executive committee, and formally where required. Volunteers who are unsure of their role, or have some other concern should reach out to their executive committee representative in the first case, or may contact the Secretary or Chairman in person, or in writing, and will receive the highest level of care from the executive committee.
- Our existing Health & Safety, Covid and Child Protection Policies apply to volunteers.

Signed on behalf of the Society



Mr. Roger Foxcroft
Chairman

Last reviewed: 26th June, 2023