**1. Policy**

* 1. The Club recognises that volunteering is a great way to share an individual’s enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Reading Lions Club people will be making a positive contribution to community development locally, nationally and internationally. Volunteers are vital to the work of the Club.
	2. The Club will wherever possible and appropriate recruit volunteers and supporters from the local community to support the Club in pursuit of specific projects. It is the policy of the Club to seek volunteers principally through the Club membership and Friends of Reading Lions Club to ensure that the volunteer is well matched (with appropriate guidance if necessary) to the specific role.

**2. Definitions**

2.1. A volunteer is a not a member of the Club but has agreed to carry out a specific task on behalf of the Club.

**3. Implementation**

3.1. Volunteers are encouraged to register as a Friend of Reading Lions Club where essential contact information and details of a contact in the case of an emergency are recorded.

3.2. The register of Friends of Reading Lions is managed by the Membership Officers, held securely and compliant with data protection guidance.

3.3. Friends of Reading Lions Club can request to be removed from the register by contacting a Membership Officer.

3.4. Friends of Reading Lions are invited to attend Club business meetings and every effort made to maintain regular communication with them in the form of volunteering opportunities or newsletters.

3.5. Event organisers will ensure that: -

1. Any necessary guidance, coaching or training to volunteers to enable them to succeed in the activity is provided.
2. During the whole period of the activity, volunteers are treated on an equal basis with Club members.
3. Volunteers are included in the Club’s public liability insurance cover.
4. Prior notification of any reasonable out-of-pocket expenses incurred in the course of the activity is reimbursed.
5. If required, a Disclosure & Barring Service is completed for the volunteer.
6. Remind volunteers that during events they are a representative of Reading Lions Club.
7. Any reported feedback from volunteers are to be forwarded to the Club President and Secretary and that any improvement suggestions are given an airing within the appropriate event organising team.

**4. Responsibilities**

4.1. Event organisers are responsible for the recruiting, managing, briefing, access to emergency contact details and thanking of volunteers.

4.2. Any Club member organising an event can ask the Membership Officers to put a request out to Friends of Reading Lions for volunteers