



# Women's Federation for World Peace Volunteer Policy

Inspired Women  
Engaged Youth  
Environmental Sustainability

Updated: 24/09/2021

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## Introduction

Women's Federation for World Peace (WFWP) relies on the unpaid work of our members and volunteers. Volunteers are valued for their heart of service, their contribution, creativity, membership and their donation of time and money through membership and fundraising drives.

## Purpose

This policy is intended to ensure that the volunteers at WFWP feel appreciated, valued, and safe as well as have opportunities to undertake significant and fulfilling projects.

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UN ECOSOC / DGC / NGO General Consultative Status

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## Benefits

At WFWP, our volunteers will:

- Experience a broadening of heart and mind when they become involved in community development - by giving back unconditionally to our communities.
- Experience friendship, dignity and a sense of belonging.
- Feel a sense of satisfaction, empowerment, confidence and positive energy.
- Feel supported, valued and respected when working within a team.
- Experience an enhanced worldview and enjoy many cultural experiences; therefore becoming more tolerant of others when they meet new people from different cultures.
- Develop international and interstate connections and cultural experiences when volunteering internationally or within the nation to attend WFWP seminars and conferences.
- Cultivate skills in leadership, public speaking, fundraising, administration, organisation and event management.
- Gain work experience within a family-oriented organisation.

## Policy

At WFWP:

- Our volunteers shall be enlisted at the discretion of the Management Committee of WFWP.
- Our volunteers shall be treated with respect and with gratitude for their contribution.
- Our volunteers shall carry out duties assigned by the Management Committee of WFWP.
- Our volunteers shall be protected from harm (as far as possible) and shall be relieved of liability for acts performed in the discharge of their volunteer functions.

## Procedures

At WFWP we strive to follow protocols of:

- **Recruitment** – Our external volunteers are subject to screening, approval and a probationary period.
- **Induction** – Our volunteers shall receive appropriate information and training to successfully carry out their volunteer roles.
- **Supervision** – Our volunteers shall receive appropriate supervision in the exercise of their functions.
- **Reimbursement** – Due to the fact that all WFWP members are volunteers, part of a volunteer's commitment is paying for their own transportation and phone costs to

attend meetings and local activities. Financially contributing members shall receive a 10% discount for entry fees to conferences and events.

- **Dispute resolution** – Our volunteers shall be entitled to appeal any grievances or disputes to their local WFWP President/Chairperson, or the National WFWP President.
- **Privacy** – WFWP Chapters have a strict privacy policy and are committed to protecting personal information that the organisation collects, holds and administers in the process of collecting volunteer applications.

## **Responsibilities of WFWP Volunteer Coordinators**

- Volunteer Coordinators are appointed by the WFWP National President or Advisory Committee President/Chairperson.
- Volunteer Coordinators shall be responsible for organising the recruitment, training and supervision of volunteers.
- The Volunteer Coordinator shall report to the National President or Advisory Committee President/Chairperson.
- Volunteer Coordinators may assign supervisors to care for new volunteers and shall monitor the work of the supervisor.
- The appointed Volunteer Coordinator shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.
- The National President or Advisory Committee President/Chairperson shall report regularly to the appropriate Committee regarding the WFWP volunteer program.

## **Responsibilities and values of WFWP volunteers**

At WFWP, our volunteers have responsibilities. These are:

### ➤ **Core Responsibilities**

- Elected Executive Board members and Advisory Committee members will fulfil their position descriptions to the best of their ability for the duration of their election, and make themselves available for meetings.
- Volunteers will fulfil their work and job description to the best of their ability with a minimum commitment of 6 months.
- Ask permission before taking any action.
- Follow through with their assigned task within the time frame given.
- Maintain good relationships with others.
- Be accountable for their actions.
- Strive to work positively and independently within the team.
- Report regularly to their Volunteer Coordinator or Advisory Committee President/Chairperson.

- Set goals and limits for themselves.
- Maintain emotional and physical care towards themselves and others.

➤ ***Use of Judgement and Creativity***

- Identify tasks that they can work on.
- Be forthright with new ideas and suggest new ways of doing things.
- Help to develop a team culture by listening, engendering trust, and supporting the team and the organisation.
- Identify and build on the skills of group members.
- Offer their time and resources.
- Actively engage in networking within the community.

Our Volunteers are:

- Respected and valued.
- Welcome to become WFWP members and contribute financially to WFWP through their membership fees.
- Covered by Liability Insurance and Volunteer Insurance while performing their duties as WFWP volunteers.

Our volunteers are not responsible for:

- The organisation's finances.
- Making final decisions without consultation.
- Talking to the media about the organisation or our members.

Our volunteers are not to:

- Judge the organisation or fellow team members.
- Use equipment for personal use without permission.
- Take or share intellectual property belonging to WFWP without consultation with the Volunteer Coordinator or Advisory Committee President.