

- e) Volunteers must agree to abide by [Our Values](#) and [Code of Conduct](#). Failure to comply may result in dismissal.
- f) Volunteers involved in programs or projects for children or other vulnerable people will require a relevant statutory clearance, such as a working with children check.

6. Recognition of Volunteers

Responsibility: Volunteer Coordinators

In addition to any University-wide recognition event, Volunteer Coordinators should undertake a range of local activities to ensure that volunteers are recognised for their valuable contribution to the University community.

Local areas wishing to purchase gift cards for their volunteers should not exceed \$50 per gift card and should follow the Gift Card Procedures outlined on <https://www.adelaide.edu.au/policies/3823/?dsn=policy.document;field=data;id=8625;m=view>.

Definitions

Volunteer Coordinators:	Staff members who manage volunteer programs which may include the recruitment, training, supervision, and support of volunteers.
Volunteer Role Description:	Outline of a volunteer role in terms of objectives, responsibilities and outcomes, capabilities and behaviours, and knowledge and experience required to successfully perform the role.
Volunteer:	Someone who freely gives their time and expertise to contribute to an aspect of the University of Adelaide community. Volunteers may include staff members, students, alumni, and members of the public.
Volunteer Coordinators Committee:	A group of Volunteer Coordinators who meet regularly to discuss volunteer management in accordance with University Volunteer Policy.
Volunteer Program Coordinator	Provide support of the University Volunteer Program including overseeing the coordination of volunteers and ensuring the University is at the forefront of best practice volunteer management and legislative compliance.
Staff	Continuing staff, fixed term staff, part-time staff and casual staff as defined in the Enterprise Agreement .
Student	A person enrolled in a University academic program.
Alumni:	All graduates of the University. All former students of the University who have completed at least one year of study at the University, or, in the case of study abroad, students who have completed at least one semester of study. All former academic or professional staff members of the University

RMO File/Document Number	D2023_542400
Policy Custodian	Deputy Vice-Chancellor and Vice-President (External Engagement)
Responsible Officer	Executive Director, Advancement
Endorsed by	Vice-
Approved by	Vice-Chancellor and President on 9 April 2021 Re-affirmed by policy custodian, with minor amendments, on 6 October 2023
Related Documents and Policies	Health, Safety and Wellbeing Policy Health Safety and Wellbeing Website Handbook for Volunteer Coordinators Volunteer Insurance Guide Privacy Policy and Management Plan Brand and Visual Identity Policy Honorariums Safer Campus Community Gift Card Procedure Human Research Projects and Clinical Trials Code of Conduct Staff Values and Behaviour Framework
Related Legislation	Volunteer Protection Act 2001 Volunteers Protection Regulations 2019
Superseded Policies	University Volunteer Policy, approved 17 September 2003
Date Effective	6 October 2023
Next Review Date	5 October 2026
Contact for queries about the Policy	Senior Volunteer Program Coordinator