



Dean Court Community Association (DCCA) welcomes volunteers and believes that voluntary activity is an extremely important component of a strong and active community.

1. Management Team and Trustees

Management Team members and Trustees are elected annually at the Community Association AGM. These are two bodies distinct in function with some overlap in membership. We plan that in time we will become a registered charity and that they will be a Trustee and Director of the Company of that charity.

By becoming a Management Team member or a Trustee, a person takes on various responsibilities. These are described in more detail in the Charity Commission's 'Welcome' document.

This document will be circulated to all new Management Team members or Trustees at the first respective meeting after the AGM, along with a copy of the DCCA constitution.

Charity Trustees are the people who are legally responsible for the overall management and decision-making in a charity. They must:

- keep within the law
- act only in the best interests of the charity
- be involved in major decisions
- take decisions jointly with other Trustees
- be unpaid

Trustees should find out about managing the money, managing people, managing resources and working effectively.

1.1. Your liability as a Trustee. In principle you may be personally liable if your charity loses money as a result of a mistake you have made. However, this is unlikely to happen if you have:

- acted responsibly
- worked within the governing document, and
- taken proper and appropriate professional advice where you do not know enough to make a decision, or where you are required to do so by law.

Areas to bear in mind where you may need further advice are contracts or liability for breach of duty. Other types of liability, e.g. public/employer's liability, assuming you have acted reasonably, should be covered by insurance. The Charity Commission and Community Matters websites are very helpful:

www.charity-commission.gov.uk

www.communitymatters.org.uk

2. Volunteering to run an activity or help run an activity or to help with caretaking or administrative work at the Centre

The width and variety of activities that DCCA is able to initiate would be considerably smaller without the input of a substantial number of volunteers. However, there is always potential for further activity and new volunteers are always welcome.

There is a wide range of potential for voluntary activity, ranging from practical things like decorating, cleaning, supporting the administration of the organisation or running an activity.

All volunteers will receive an appropriate degree of training; this will usually consist of talking the work through with someone and running through any health and safety issues, but potentially also attending training opportunities like a food hygiene course.

Training is a two-way, continuing process. It is important that if any volunteer has a concern or query, they should ask an appropriate person. DCCA has access to a wide range of information and expert advice and will also be able to provide relevant information and address issues appropriately.

Anyone working with children or vulnerable adults will be expected to undertake a DBS (formerly CRB) check. DCCA has a Child and Vulnerable Adults Protection Policy which can be found on our website (<http://www.deancourtcc.org.uk>) or requested from the Management Team.

DCCA expects all volunteers to be aware of and to observe Health and Safety issues at all times. Training will include consideration of relevant Health and Safety issues.

2.1. Payment for volunteering. Volunteers will not receive payment for their work. However, a volunteer should not be out of pocket, and DCCA will reimburse any reasonable expense incurred on its behalf. Please note that where possible advance agreement for expenditure should be obtained. It is essential that advance agreement is obtained for any expenditure over £20.

2.2. Inappropriate volunteering. If the behaviour of a volunteer is considered to be inappropriate by staff, Centre users or Management Team, it should be reported immediately to the Chair of the Management Team who may, with the agreement of

another officer of the Management Team, ask the volunteer to leave the building immediately.

A range of alternative actions may be applied: a quiet word may be sufficient, but further steps will follow a disciplinary process.