



## **Introduction**

Cove Burgh Hall (“CBH”) is managed entirely by unpaid volunteers, from directors through to those that simply help on particular occasions. Without those volunteers CBH would probably not exist. Maintaining current volunteers and recruiting new volunteers is a key to the future success of the Hall.

## **Volunteering**

To assist and guide anyone thinking of offering his/her services as a CBH volunteer, the following might be helpful:

- Volunteering is open to any person aged 16+ in the community regardless of sex, race, or creed, and all will be treated equally;
- All volunteers are covered by the company’s Liability Insurance;
- When you become a volunteer (or if only considering such) a Director will advise relevant company policies, give you a tour of the building, show you where things are kept etc., and introduce you to other volunteers;
- If the volunteer incurs out of pockets expenses from volunteering duties, these can be reimbursed by the company;
- The company will optimise social and training opportunities for volunteers to enhance the community spirit of volunteering
- The company is always open to hear from volunteers as to how Hall operations might be improved.

## **Registering**

If you are not currently a volunteer but are interested in becoming one, please talk to any Director.

## **Availability**

Contact details of CBH Directors can be viewed in the CBH Library and [www.coveburghhall.uk](http://www.coveburghhall.uk)

## **Monitoring & Review**

The Board shall review this policy annually (or at other times as required) and amend as necessary.

<b>Policy</b>	Volunteering
<b>Signed by Chair on behalf of Board</b>	<i>A.J.Morrison</i>
<b>Approved by Board</b>	March 17, 2016
<b>Reviewed</b>	January 10, 2019
<b>Associated Policies</b>	Conditions of Let, Fire Safety, Equality, Health & Safety, Child & Vulnerable Persons

**Cove Burgh Hall, Shore Road, Cove, G84 0LY**

[www.coveburghhall.uk](http://www.coveburghhall.uk)

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