



## **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;
- Volunteering can take many forms. As well as helping to set up the hall and run the bar and kitchen at events, volunteers with experience or expertise in building maintenance; IT; fund raising; marketing etc would be most welcome.
- All volunteers are covered to work at events by Liability Insurance held by CBH;
- 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;
- Volunteering is unpaid (in cash or kind). Volunteers working at an event are normally expected to purchase a ticket. If a volunteer incurs out of pocket expenses from volunteering duties approved by a Director, these can be reimbursed by CBH;
- CBH will optimise social and training opportunities for volunteers to enhance the effectiveness and community spirit of volunteering;
- CBH Directors are 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**

This policy, and contact details of CBH Directors, can be viewed on the CBH website - [www.coveburghhall.org.uk](http://www.coveburghhall.org.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>	
<b>Date/Version</b>	Approved by Board April 14, 2022
<b>Review Date</b>	March 2023, March 2024, March 2025
<b>Associated Policies</b>	Conditions of Let, Fire Safety, Equality, Health & Safety, Child & Vulnerable Persons

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

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