



Registered Charity No. 1168203
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

Policy on volunteering

The Jericho Community Association JCA sees volunteering as a vital component of a strong and active community. The Association welcomes volunteers to serve on its Management Committee and to help at the Community Centre and in events such as the Jericho Street Fair. It also seeks to support those who wish to volunteer for activities in the wider community

Management Committee

Management Committee members are elected annually at the Community Association AGM. When a person is elected to the Management Committee, they become a Managing Trustee of a registered charity (charity number 1168203).

By becoming a Management Committee member a person takes on various responsibilities which are described in detail in the Charity Commission's *Trustee Handbook* which is available on the Charity Commission's website. This is discussed with all new Management Committee members at the first committee meeting after the AGM, along with the Community Association Constitution which is also circulated to all members of the committee.

As charity trustees, members of the Management Committee 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

In principle a trustee may be personally liable if the JCA loses money as a result of a mistake he or she made. However this is very unlikely if the trustee has acted reasonably and worked within the Constitution.

Trustees can also protect themselves by taking proper and appropriate professional advice on issues in which they do not know enough to make a decision, or where they are required to do so by law. This might include contracts or liability for breach of duty. The JCA will pay for professional advice when this requirement has been approved by the Management Committee.

Other types of liability such as public/employers' liability should be covered by insurance – again, assuming trustees have acted reasonably. The Charity Commission website, www.charity-commission.gov.uk, is very helpful on this issue.

Other volunteers

Volunteers are always welcome at the Jericho Community Centre to help run activities or to help with administrative work. All volunteers will receive appropriate training including on health and safety issues. This will usually take the form of talking the work through with someone, but may also involve courses on issues such as food hygiene.

If any volunteer has a concern or query they can consult the administrator or a member of the Management Committee. The JCA has access to a wide range of information and expert advice and will be able to provide relevant information and address issues appropriately.

Anyone working with children or vulnerable adults will be expected to undertake a Disclosure and Barring Service check. JCA has a Child Protection Policy. A summary of this can be found in the entrance notice board. The full policy can be found on the website www.jerichocentre.org.uk or requested from the office.

Payments

Volunteers should not normally expect payment – though this can be considered in exceptional circumstances. However, a volunteer should not be out of pocket, and the JCA will reimburse any reasonable expense incurred on its behalf. Where possible advance agreement for expenditure should be obtained. It is essential that advance agreement is obtained for any expenditure over £20.

Inappropriate behaviour

If the behaviour of a volunteer is considered to be inappropriate by staff, centre users or the Management Committee, it should be reported immediately to the administrator, who may ask the volunteer to leave while the issue is being investigated. The administrator will contact a member of the Management Committee, who in consultation with other members of the Committee will consider the most appropriate course of action.

Agreed at the JCA Management Committee

12th September 2016

Signed

Charlotte Christie

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Chair