

# VICTORIAN WEIGHTLIFTING ASSOCIATION VOLUNTEER RECOGNITION POLICY



Established 1920

The Victorian Weightlifting Association values and respects the contribution of all our volunteers in whatever capacity they may fulfil. We realise that the work they do is essential to the functioning of our association and clubs, and without their efforts, our association's capacity would be greatly diminished.

The aim of this policy is to ensure that the work of our volunteers is recognised by our members, and that our volunteers in turn feel appreciated for their work.

## **Guidelines for volunteer recognition:**

The board of the VWA, its staff and its members will endeavour to follow the guidelines below when recognising volunteers;

- Recognise all volunteers in some way
- Give personal recognition, specific to the individual's needs and wants
- Provide a clear job description outlining the expectations of the volunteer to prevent overwork and assist with future recruitment
- Pay personal attention to volunteers – get to know them and show an interest in what is happening in their lives
- Understand the motivation of our volunteers
- Endeavour to recognise our volunteers' efforts in a timely manner
- Provide both formal and informal recognition
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities
- Assist volunteers in maintaining appropriate records of experience that will help them in future career opportunities, both paid and volunteer.