

## **Volunteer Recruitment Policy**

Approved by SMI Council on 12 February 2021.

Version 1, 12 February, 2021.

### **Policy Statement**

As a charity, people are our most important asset. Volunteers play an important role in the work of the Society for Musicology in Ireland (SMI). We therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our charitable purpose and associated goals.

We provide appropriate support and supervision to allow volunteers to realise their full potential in their role with the SMI. We appreciate and value the significant contributions that volunteers make to the aims and objectives of the SMI. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

### **Eligibility**

The SMI promotes equal opportunity and fair representation in the recruitment of volunteers. However, prospective volunteers must demonstrate a commitment to the aims of the SMI and their availability as volunteers must align with the needs of the SMI.

The SMI provides a recruitment process which is open, transparent, and free from any unlawful discrimination on the grounds of race, ethnicity, gender, sexual orientation, marital status, ability, age, religion, social background or political belief.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role. In addition, selection criteria may become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer candidates.

### **Recruitment and Selection**

Our recruitment and selection process will vary depending on the role to be fulfilled. Some roles, such as conference volunteers, will involve less stages. However, support will still be made available to those volunteers. For more significant roles, the process may include the following stages:

- Preparing a volunteer role description;
- Preparing and placing a volunteer recruitment advertisement;
- Meeting volunteer candidates, collectively or individually, to discuss the nature and expectations of the volunteer role;
- Offering a volunteer role to the successful candidate(s);
- Notifying unsuccessful candidates;

- Issuing a volunteer agreement for the volunteer's signature;
- Ratification of appointments by the board of charity trustees where required;
- Providing interview feedback to unsuccessful candidates who request it.

## **Confidentiality and Data Protection**

SMI respects the right to privacy and confidentiality of our volunteers and prospective volunteers.

SMI may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of volunteers, need to process both personal data and special categories of personal data. SMI will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to volunteers or prospective volunteers, and the purposes for which such data may be used are set out in SMI's data protection policy (which may be amended or updated from time to time).

## **Training and Development**

Depending on the role to be filled, a volunteer may be presented with an induction pack. The induction pack will contain the SMI's Code of Conduct for Volunteers and the SMI's Complaints and Feedback Policy. The volunteer will have an opportunity to voice any queries they may have about their role.

## **Support and Supervision**

Volunteers have access to support and supervision during their trial period and throughout their volunteering period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with SMI's Complaints and Feedback policy. All volunteers are allocated a designated point of contact who they should contact if they have any questions about their role or if any difficulties arise in the course of carrying out their role.

## **Expenses**

Volunteers may be reimbursed for expenses incurred, in line with the SMI's policies and procedures and by prior arrangement only.

## **Review of Policy**

The board of charity trustees will review this policy at 3-year intervals or as appropriate. The SMI Honorary Secretary is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.