

THIRSK AND DISTRICT MUSEUM SOCIETY

VOLUNTEERING POLICY

Thirsk Museum was formed in 1975 by a small group of volunteers and now would describe itself as a small-sized voluntary organisation. The Society would be unable to exist, function and progress without volunteers. The Society values and appreciates the full worth of all volunteers. This policy statement is designed to demonstrate its commitment to volunteering and individual volunteers, ensuring all volunteers are treated consistently, equally and fairly. The Society is committed to being a community resource, working in and with the Thirsk and District community and therefore engaging with volunteers is an essential part of the objective.

As a volunteer you can expect that:

- You will be made to feel welcome in the organisation without obligation to commit for any length of time or any role offered but on the understanding that the Society expects individuals to honour the Volunteering Policy which outlines the Society's expectations of its volunteers.
- You will have equality of opportunity and your work conditions will be safe and healthy.
- You will be appreciated and recognised for your contribution to the Society.
- You will be provided with induction training, health and safety training and support in order to fulfil your volunteer role.
- You are covered by The Society's insurance in the event of injury at work and by any claim by a member of the public as long as a volunteer adheres to the guidelines set out in The Volunteer Handbook and in training.
- You will be informed about the Society's policies and plans and you will be invited to the decision-making process through either formal and/or informal channels.
- All personal information is held securely on the volunteers' database in accordance with the Data Protection Act 1988 and is only used in relation to a volunteer's role.

The Society expects volunteers to:

- Adhere to our codes of behaviour.
- Fulfil volunteering within the terms specified in organisational policies and procedures.
- Be reliable in attendance.

Roles of volunteers:

- Museum Steward – to provide a warm and friendly welcome to visitors and chat to them about the museum and its collection. To give visitors appropriate assistance where required and ensure that they have an enjoyable and memorable visit.
- Museum Collections – to support with various collections related tasks such as cleaning, storage, labelling and conservation.
- Collections Administration – to support with updating the collections management systems and other related administrative tasks. A good level of computer literacy is required and training on systems will be provided.
- Maintenance – to support with various activities such as painting, moving items and general maintenance.

Volunteers are encouraged to become members of the Society. Trustees and members of the Management Committee have to be members of the Society.