# Volunteer Assessment Template

## Committee Evaluation

The Centre for Volunteering National Standards for Volunteer Management provides a framework for clubs to consider the role of volunteers within their organisation and evaluate the effectiveness and impact of volunteering on achieving their strategic priorities and objectives.

It is recommended that clubs complete the following evaluation at the conclusion of each year and draw upon the results to inform improvements in supporting and managing their volunteer workforce.

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| --- | --- | --- | --- | --- | --- | --- |
|  | **NA** | **1** | **2** | **3** | **4** | **5** |
| **Leadership and Management**  |
| Responsibilities for leading and managing volunteer involvement are defined and understood.  |  |  |  |  |  |  |
| Policies and procedures applying to volunteers are communicated, understood, and implemented by relevant club members. |  |  |  |  |  |  |
| Volunteer records are maintained.  |
| **Commitment to Volunteer Involvement**  |
| Volunteer involvement is planned and designed to contribute directly to the organisation purpose, priorities and objectives. |  |  |  |  |  |  |
| Appropriate resources (including time, funding, equipment and technology) are allocated for volunteer involvement. |  |  |  |  |  |  |
| **Volunteer Roles**  |
| Volunteer roles are defined, documented and communicated. |  |  |  |  |  |  |
| Volunteer roles are reviewed annually with input from volunteers and employees. |  |  |  |  |  |  |
| Volunteer roles are appropriate for the community and stakeholder groups with which the club engages.  |  |  |  |  |  |  |
| **Recruitment and Selection**  |
| The club uses planned approaches to attract volunteers with relevant interests, knowledge, skills or attributes. |  |  |  |  |  |  |
| Potential volunteers are provided with relevant information about the organisation, the volunteer role and the recruitment and selection process. |  |  |  |  |  |  |
| Volunteers are selected based on interest, knowledge, and skills or attributes relevant to the role, and consistent with anti-discrimination legislation. |  |  |  |  |  |  |
| Screening processes are applied to volunteer roles that help maintain the safety and security of service users, employees, volunteers and the organisation. |  |  |  |  |  |  |
| **Support and Development**  |
| Volunteers are provided with orientation relevant to their role and responsibility. |  |  |  |  |  |  |
| Volunteer’s knowledge and skill needs relevant to their roles are identified, and training and development opportunities are provided to meet these needs.  |  |  |  |  |  |  |
| Volunteers are provided with supervision and support that enables them to undertake their roles and responsibilities.  |  |  |  |  |  |  |
| Volunteer’s knowledge and skills are reviewed to identify support and development needs. |  |  |  |  |  |  |
| **Workplace Safety and Wellbeing**  |
| Processes are in place to protect the health and safety of volunteers in their capacity as volunteers. |  |  |  |  |  |  |
| The organisation’s risk management processes are applied to the organisation’s volunteer involvement. |  |  |  |  |  |  |
| Volunteers have access to complaints and grievance procedures and/or a Member Protection Information Officer.  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **NA** | **1** | **2** | **3** | **4** | **5** |
| Not Applicable | Strongly Disagree | Disagree | Neither Agree or Disagree | Agree | Strongly Agree |

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| --- | --- |
| Reviewed by: | Position: |
| Signed: | Date:  |