

## **Volunteering Policy**

### **reviewed and adopted January 2012**

SIGNAL Family Support Limited (SIGNAL FS) is a mutually supportive group for autistic children and their families, run by families for families. It is managed exclusively by volunteers and volunteering is central to the ethos of the group.

While there is a paid part-time administrator, this only covers a tiny amount of the work we achieve, and although we already have a large team of well organised and motivated volunteer's, the aim is to increase the proportion of work undertaken by volunteers.

### **VOLUNTEER ROLES WITHIN SIGNAL FS**

There are currently the following specific voluntary roles within SIGNAL FS:

- 8 Committee trustees, including our professional liaison role, our Chair, Treasurer and Secretary Prospective New Member Contact
- New Members' Packs Updates contact
- Lobbyists
- Representatives on various panels and committees
- Newsletter Editor and Newsletter Distributor
- Thursday Evening Meetings Co-ordinator
- Hospitality Co-ordinator and assistants
- Siblings Group Organiser
- 16+ Group Organiser
- Librarian plus Library Assistant and monitors
- Website Manager
- Website functionary
- Summer Party Coordinator
- Coffee Morning Hosts – up to 8 a year
- Thursday Evening Meeting supporters
- Bucket shakers/ ad hoc fundraisers
- IT support (up to 3)
- *In addition, volunteers take on ad hoc projects such as preparing mail shots, checking validity of email addresses or organising printing of SIGNAL t-shirts.*

### **INCREASING AND MANAGING VOLUNTEERING**

In early 2010, SIGNAL FS commissioned the design of a Membership Database. Part of the functionality of the database is to facilitate the management of volunteers. The database enables us to record details for each member regarding their availability and willingness to volunteer, plus any areas of expertise or experience they may have.

This system means that we can easily identify members who would be happy to volunteer for ad hoc projects, and also target members who we think might be willing and able to take on a more formal volunteer role (such as one of those listed above).