



## Policy: **BGLS Volunteer Policy**

### Version Control

Adoption Date	Version	Details	Author
12 <sup>th</sup> April 2023	1	New	Hans Moravej

#### 1. Scope

- 1.1 This Volunteer policy provides information to assist any volunteer participating at the Brisbane German Language School (BGLS).
- 1.2 Any changes to this policy must be endorsed by the Management Committee.

#### 2. Background

- 2.1 Volunteers are the backbone of the BGLS and are required to work within the BGLS Code of Conduct Policy, the BGLS constitution, and all other policies and procedures.
- 2.2 All volunteers must:
  - 2.2.1 Be a current financial member of the school (student, teacher, coordinator, committee), unless otherwise agreed to prior;
  - 2.2.2 Uphold the current legislative requirement for working with children;
  - 2.2.3 Not have been convicted of an indictable offence;
  - 2.2.4 Must strive to take sound, measured and considered approaches to all aspects pertaining to the role;
  - 2.2.5 Have no outstanding disciplinary action, must not have been in any adverse disputes, discipline, or court action involving the Brisbane German Language School;
  - 2.2.6 Management Committee members must comply with the requirements of the constitution.

#### 3. Management Committee

- 3.1 The Management Committee consists of:
  - 3.1.1 President;
  - 3.1.2 Vice President;
  - 3.1.3 Secretary;
  - 3.1.4 Treasurer;
  - 3.1.5 Enrolment Coordinator;
  - 3.1.6 General Members.
- 3.2 The position descriptions for these can be located under BGLS Position Descriptions documentation (available at [www.bgls.org.au](http://www.bgls.org.au)).

#### 4. Sub-Committees / Working Groups

- 4.1 The BGLS constitution provides for the formation of school sub-committees.
- 4.2 The school has a number of formal sub-committees to assist with the conduct of the school's business.

- 4.3 A sub-committee will be chaired by a nominated BGLS management committee member or BGLS officer, however, may also include members external to the BGLS where deemed appropriate.
- 4.4 Sub-committees may be formed by the management committee as and when required to meet the needs of the school.
- 4.5 For major decisions/approvals, sub-committees will be tasked with providing a recommendation to the management committee for formal endorsement.
- 4.6 It is recognised from time to time these sub-committees may not be operational due to lack of volunteer interest or for expedience.
- 4.7 The Sub-Committees considered relevant to the BGLS include:
  - 4.7.1 Fundraising/Laternenfest Sub-Committee
  - 4.7.2 Teacher Interview Sub-Committee
  - 4.7.3 Pay and Fee Structure Sub-Committee
  - 4.7.4 Risk and Compliance Sub-Committee
  - 4.7.5 Any Other/s (eg. Tour of German, Marketing, Special Projects, etc)

## **5. General Volunteers**

- 5.1 General volunteers or assistant/s may be welcomed to help on an adhoc basis to help with school functions and fundraising activities (eg. stall attendant at Laternenfest).
- 5.2 General volunteers are not formally appointed but should be supervised under the direction of a committee member or officer of the BGLS (particularly where they are handling money).
- 5.3 Volunteers are not paid but ought to be reimbursed for any expenses they incur in their BGLS volunteering activities.