



# Leeds U3A Volunteers Policy

Leeds U3A (hereafter 'the U3A') recognises and acknowledges the vital importance of volunteers to manage and maintain all aspects of this body. This policy exists to make clear what are the boundaries and expectations of the volunteers in the U3A.

It should be noted that the U3A has no paid staff; the only work for which the U3A pays is that done on a one-off basis e.g. speakers.

## **VOLUNTEER ROLES**

The Trustees who comprise the Executive Committee of the U3A are all volunteers and, as such, agree:

- How the regular workload of the Executive committee shall be shared out (this is then recorded in the Committee Job Descriptions)
- When and where the committee shall meet, either to an agreed pattern or by agreement at the end of each meeting
- How ad-hoc work and requirements shall be shared as and when they arise

The Group Leaders who co-ordinate the Activity Groups of the U3A are all volunteers and, as such, they determine the dates, times and locations of their Activity Groups to suit their general commitments

## **VOLUNTEER EXPENSES**

Volunteers cannot receive any form of financial remuneration for the time they spend on any activities supporting the U3A. Volunteers cannot receive any benefit in kind for their time and effort (example: if a free place were to be provided on a trip, this may not be taken by one person: the cost to all participants should be reduced accordingly).

Volunteers may receive appropriate reimbursement of out-of-pocket expenses; these should be claimed from the Treasurer and accompanied by appropriate receipts.