

Young Music Makers London Ltd (YMM)

Volunteer policy

Draft for approval by Trustees: 01/03/2021 - Date approved: 07 / 05 / 2021 - Date of review: Annually 12 months after approval date

As a registered charity, YMM relies on volunteers and appreciates the key role they fulfill in our organisation. Our board of trustees is made up of volunteers and is unpaid.

We enjoy being able to offer enriching personal development and learning opportunities. We encourage our volunteers to think about both the time and expertise they can bring to YMM, and the things they hope to learn and achieve, before applying.

Our commitment to YMM volunteers

We are committed to treating our volunteers well and fairly, welcoming them as part of the YMM family:

- We will mutually agree expectations.
- We will provide you with a full induction.
- We will also provide any necessary training for the role, for example safeguarding or GDPR.
- This training may be in person and/or via an online provider.
- New trustees are provided with NCVO online training on the role and duties of trustees.
- After essential training is completed, we are also open to providing other forms of continuing professional development (CPD) to enhance our volunteers' experience of their role.

- We will ensure you have a dedicated YMM contact for support.
- All volunteers can request a YMM reference when applying for jobs in the future.

We will:

- treat volunteers in line with our equal opportunities policy
- reimburse out-of-pocket expenses (agreed in advance with receipts provided)
- provide appropriate insurance cover
- implement good health and safety practice.

Our volunteers' commitment to YMM

We want you to enjoy your time with YMM and to take advantage of opportunities to grow and develop your skills and interests.

We ask you to:

- follow all the YMM policies and procedures relating to your role. These might include equal opportunities, health and safety, GDPR and safeguarding.
- meet mutually agreed expectations around your role, including the amount of time you are able to commit.
- keep in regular contact with the YMM team and let us know as soon as possible if you need to change your time commitment so we can find a solution that works for all.

Please note that, if you are on a Duke of Edinburgh or similar placement, you will need to stick to the timescale required by the scheme for your award to be signed off.

YMM trustees

Young Music Makers London Ltd (YMM) Volunteers Policy - Chair of Trustees: Alison Chandler
- School Director: Rebecca McChrystal - Registered charity No. 264274

We encourage trustees to commit to a minimum of two years on the board.

This allows you to find out how all aspects of YMM work, and to enjoy the satisfaction of developing and seeing projects through to completion.

We're proud of the fact that many of our trustees choose to stay on for much longer than two years.

Trustees are expected to:

- prepare for and attend our termly trustee meetings and AGM either in person or via Zoom as appropriate
- be available to advise the YMM team over the phone or via email as issues arise
- help carry out annual appraisals for members of the YMM team
- progress YMM's work in areas such as fundraising, marketing, diversity and policy-making in line with trustees' own interests and areas of expertise
- regularly report on progress
- carry out our duties as trustees in line with government guidelines

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>