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# VOLUNTEER POLICY

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Everything you need to know about your volunteering experience

MARCH 1, 2018  
5-7 Conway Street, Belfast

### Who is this policy for?

This policy is for any volunteer that has accepted a role within M.E Support Northern Ireland. It lays out the principles which both M.E Support and its volunteers will adhere to. As well as providing the basic information which all volunteers will need to contribute to M.E Support.

The relationship between M.E Support and its volunteers is one based on trust and mutual respect and does not involve financial gain for any party, nor does it involve any employment obligations. Thus, no payment will be given for any volunteering undertaken.

### M.E Support's commitment to volunteering

M.E Support views volunteering to be a mutually beneficial endeavour and understands that our volunteers are vital to our aims. We aim to further increase the role of volunteers within all the activities that we carry out.

### Recruitment process

M.E Support aims to recruit the best available volunteers for the activities that we carry out thus we will ensure that there is equal opportunity within the recruitment process and no biases or prejudices.

We also have great respect for the level of knowledge, experience, skills and work ethos that volunteers bring to M.E Support.

### Age Range of Volunteers

All volunteers must be over 18 years of age.

### Starting with M.E Support

Once you volunteer with us a committee member will be appointed to help you carry out your activities as effectively and as efficiently as possible. Additionally, you will be required to provide identification documents when necessary to carry out appropriate checks with government agencies.

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### What M.E Support expects from its volunteers

- To aim for a high standard of professionalism, respect and dedication
- To be able to work with other people
- To ensure that the committee are aware of any issues that may arise
- To adhere to the guidelines, we set out

### What our volunteers can expect from us

- To be offered equal opportunities
- Get the most from your skills by matching you with a role best suited for you
- Be offered training and support to help grow your own skills
- Reimburse agreed expenses
- Be provide a trained and dedicated member to guide your efforts
- Be recognised for your work

### Media relations

No volunteer has permission to speak on behalf of M.E Support to the media unless given written permission by a member of the committee. All media enquiries should be forwarded to the committee.

### Expenses

Volunteers may be reimbursed for out-of-pocket costs such as for travel or for food and drink provide that these costs are reasonable and first approved by your appointed committee member or the chairperson.

### Insurance

M.E Support as the appropriate insurance cover required.

### Resolving Concerns

M.E Support takes the concerns of its volunteers seriously, if any issues do arise please contact your appointed committee member immediately or the chairperson.

For further Information, please contact us:

Email [infor@mesupportni.com](mailto:infor@mesupportni.com)

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