

MATA Regal Theatre Company Ltd

Terms of Reference for the Volunteer Policy & Procedure Working Group

Purpose:

- To support the MATA Regal Theatre Company Ltd in fulfilling its obligations and commitments as a volunteer-led charity.
- To ensure legally compliant, best practice, policies and processes are established by the Board on volunteer issues including recruitment, equality, diversity and inclusivity, learning and development, welfare, communication, discipline, recognition, retention, succession planning and departure.

Composition:

To be overseen by a Board member with appropriate qualifications/experience in human resources, together with other members of the Board and volunteers as required. The Group should be a minimum of four people, ideally with appropriate qualifications and/or experience in a related discipline, including at least one person with Information Technology/database skills.

Other members may be invited to join the Group in the interests of matters relating to Volunteer Policy & Procedures

Meeting Schedule:

The Group will meet monthly, or more frequently as needed, either by their own direction, or as guided by the needs of the MATA Regal Theatre Company Ltd.

Reporting:

The Group will report to the Board via the Operations Committee of the MATA Regal Theatre Company Ltd at the regular meetings.

Authority:

The Volunteer Policy & Procedure Working Group holds no executive power, nor does it have any budget/expenditure remit save for that approved by the Board.

Main Responsibilities of the Working Group:

- To advise the Board on the need/desirability of introducing new or amended volunteer policies and procedures to comply with legislation, and in-line with best practice.
- To liaise with the Board and/or Heads of Departments within the organisation, identifying volunteering opportunities and, in line with legislation, proactively recruiting new volunteers with the specific skills needed.
- To build and maintain a comprehensive and legally compliant database that identifies all volunteers, their roles and skills.
- To support and record the learning and development of volunteers, including induction, competency training and, where necessary, assessment to ensure compliance with legislation.

- To encourage volunteer retention by providing appropriate support, clear and timely communication, recognising efforts and identifying potential welfare or behavioural issues.
- To manage the departure of volunteers at such times as is necessary to ensure appropriate knowledge capture, return of MATA property, recognition of individual contributions and removal from systems as necessary.

Approved by the Board of Trustees on 10 November 2024 – Review due in 3 years or sooner if required