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GHANA RED CROSS SOCIETY

VOLUNTEERS MANAGEMENT POLICY

Approved and Adopted at Central Council Meeting of November 2018, NASCO Hotel, Koforidus

Signed by

Nana Dr. Michael Agyekum Addo
President

Signed by

Samuel Kofi Addo
Secretary General

GHANA RED CROSS SOCIETY VOLUNTEERS MANAGEMENT POLICY

The purpose of this policy is to reinforce the importance of volunteering and to guide volunteerism in the Ghana Red Cross Society.

Definition

Volunteering is when a person comes out of his/her free will and not by a desire for material or financial gain or by external social, economic or political pressure;

- is intended to benefit vulnerable people and their communities in accordance with the Fundamental Principles of the Red Cross movement.
- They do this by delivering services directly to vulnerable people Seeking to prevent and reduce vulnerability;
- Are committed to promoting volunteering as a significant and positive contribution to improving the lives of vulnerable people, and to strengthen communities and civil society;
- Recognize and value volunteering as a means of creating and supporting a network of people who are available to work for a National Society in an emergency and
- Value all volunteers primarily for their individual contributions, enthusiasm and commitment, as well as for the experience and skills they can bring

Ghana Red Cross Society shall or its responsibility

- Provide a code of conduct approved by the national governing body that sets out the rights and responsibilities of both the Ghana Red Cross and its volunteers
- Recruit volunteers for specific, explicitly described roles or tasks;
- Recruit volunteers on the basis of their commitment and potential;
- Actively seek to recruit volunteers irrespective of their race, ethnicity, sex, religious belief, disability, age;
- Ensure that there is appropriate participation of men and women in National Society volunteer programmes for effective and gender-sensitive delivery of services and activities;
- Provide appropriate training that will enable a volunteer to meet his or her responsibilities towards the Movement, the specific task or role they were recruited to carry out, and for any emergency response activity they may be asked to carry out;
- Provide appropriate equipment for the task or role they are asked to carry out;
- Reward and recognize volunteers whenever possible and appropriate, and provide appropriate personal development opportunities;
- Ensure that volunteers' views and ideas are actively sought and acted upon at all stages of programme design, development, implementation and evaluation;
- Reimburse reasonable expenses incurred by volunteers in the course of carrying out approved volunteering tasks;
- The Ghana Red Cross shall ensure that the volunteers needs for assistance and protection are given due attention
- Provide appropriate insurance protection for volunteers;
- Ensure that volunteering work does not substitute for, and lead to loss of, paid employment;

- Ensure that, when people need to be paid to perform a task or work, they are recognized as employees, contract workers or casual labour. As such, they should be covered and protected by any relevant employment legislation applicable, such as minimum wages, contract protection and other legal rights and responsibilities;
- Provide appropriate training and development opportunities for existing and potential governance volunteers;
- Seek to promote co-operation and partnerships with organizations in civil society and public and private sectors that encourage volunteering
- Are aware of and value informal volunteering in communities, outside the formal organization of National Society programmes and activities

All Ghana Red Cross Volunteers expectations, rights and responsibility

- Act in accordance with the Fundamental Principles of the Red Cross and promote their dissemination;
 - Respect the Regulations on the use of the emblem and to prevent its misuse;
 - Strive and work for the highest standards of quality;
 - Sign, and behave in accordance with, the National Society's code of conduct for volunteers, rules and/or the Federation's code of Ethics and Fundamentals of voluntary Services;
 - Be available in an emergency, as agreed with the National Society, and according to their skills and abilities;
 - Respond to the needs of beneficiaries and strengthen their capacity for self-help and active volunteering.
 - Can choose to become a Member of their Ghana Cross Society, as defined by the statutes
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- Have appropriate training or personal development to be able to undertake their agreed tasks or roles;
 - Have appropriate equipment provided to be able to undertake their agreed tasks or role;
 - Accept or refuse any task or role in accordance with the Code of Ethics and Fundamentals of Voluntary Service
 - National Society's shall provide volunteers with written guidance and roles that set out the rights and responsibilities of both the National Society and its volunteers.
 - The National Society's volunteers are expected to act at all times in accordance with the Fundamental Principles.
 - Volunteers are expected to respect the regulations on the use of the emblem and prevent its misuse.
 - They should make themselves available to the National Society in case of emergency, according to their skills and where there is the need or opportunity for a volunteer with the National Society to carry out paid work or casual contracted labour.

Protecting and supporting volunteers.

- The Ghana Red Cross Society shall insure (on projects/missions) volunteers against accidents, and provide them with appropriate psychosocial support when required.
- Ghana Red Cross should use its systems and practices to supervise, support and encourage volunteers.
- Ghana Red Cross where possible will ensure that volunteers are adequately prepared to carry out their work through providing them with relevant and timely information, training and equipment, feedback on their performance as well as appropriately assessed safety and security measures.

Volunteer Motivation and recognition

- The Ghana Red Cross must recognize that volunteers have a significant stake in the Organization.
- They take formal and informal opportunities to appreciate individually and collectively the work of volunteers and its impact.
- Ghana Red Cross Volunteers are to participate in its decision making and in designing and improving work in which they are involved.
- A volunteer has the right to become a member of the Ghana Red Cross Society i.e. someone who has formally agreed to the conditions of membership as required under the National Society's status, abilities as agreed with the Ghana Red Cross Society
- Volunteers must be motivated to grow their skills and capacity to enable them undertake future roles within the Red Cross Movement.
- The Ghana Red Cross Society must recognize the value of diverse volunteer workforce and actively recruit volunteers irrespective of race, ethnicity, gender, sexual orientation, Religious belief, disability or age. They remove physical, economic, social and cultural barriers to participation and recruit volunteers based on their potential task.
- Ghana Red Cross Society work with Governments, the corporate sector and other partners to promote an enabling environment for volunteering in national life.

Impact of the policy

- In reinforcing the importance of volunteers and volunteering, this volunteering policy seek to develop an enabling environment for volunteers and volunteering.

Leadership of Volunteers Leaders

- Regional Volunteer Coordinators
- District Volunteer Coordinators
- Chapter Volunteer Coordinators
- Link Volunteer Coordinators

Annexes

- 1. Code of conduct**
- 2. Volunteer recruitment guide**
- 3. The role of volunteer leaders**
- 4. Guide for conflict resolution**
- 5. Guide on motivation package**