

General Volunteer Policy

This policy has been created so that AYCC volunteers and staff have a comprehensive understanding of the rights and responsibilities of volunteers. It contains the following:

Definition of an AYCC volunteer

Principles of Volunteering

Types of Volunteers

Volunteer Management System

Volunteer Code of Conduct

Email Account Policy

Copyright and Ownership issues

Representing AYCC

Reimbursements

Volunteer Exit Policy

Volunteer Misconduct

Office Guidelines

Theory of Change and Values

Policy Review

The AYCC is Australia's largest youth run organisation and is built on the talents, passion and commitment of its volunteers. The AYCC is building a generation wide movement to solve the climate crisis. We do this by engaging young people through our established national volunteer network. Through our member and partner organisations as well as through individual youth volunteers, we are building a mass movement of young people who will catalyse the social, economic and political changes needed to solve climate change.

The AYCC is one of Australia's few examples of an entirely youth-run and youth-led organisation. It is our generation who will be most affected by climate change: we are the least responsible and yet we have the most to lose. We have a huge amount of "moral legitimacy" to call for stronger action. We are not protecting any vested interests except our future. The active and meaningful engagement of young people in addressing climate change can and must make a huge difference to solving the problem. You can read more about AYCC, our history, constitution and governance on our website at: http://www.aycc.org.au/about_aycc

Definition of an AYCC Volunteer

Formal Volunteering is an activity that takes place in not-for-profit organisations or projects and is undertaken, to be of benefit to the community and the volunteer. Is done of the volunteers own free will and without coercion, for no financial payment, in designated volunteer positions only.

A volunteer in the AYCC is defined as an individual who:

- has a position description
- commits to a minimum of 1 day of volunteering, or as outlined in the position description, and
- has an AYCC email address and access to AYCC online resources and google drive.

Principles of Volunteering

In line with National standards, the AYCC abides by the following principles of volunteering:

- Volunteering benefits the community and the volunteer
- Volunteering is always a matter of choice
- Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium
- Volunteering is a legitimate way in which citizens can participate in the activities of their community
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering is an activity performed in the not for profit sector only (Note: Although those in the business sector and corporate organisations now also engage in volunteering for the benefit of not-for-profit organisations and communities.)
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- Volunteering respects the rights, dignity and culture of others
- Volunteering promotes human rights and equality

Types of Volunteers

AYCC Volunteers volunteer in a variety of positions within the organisation, from the state branch through to volunteering in the national office. All Volunteers at the AYCC, must first undertake an induction process and agree to a code of conduct. Below is an outline of the volunteer positions at the AYCC.

[AYCC Senior Volunteer Template \(for editing\)](#)

[AYCC General Volunteer Template \(for editing\)](#)

INSERT AYCC NATIONAL PROJECT VOLUNTEER PD

National Volunteers

National volunteers are those volunteers who have role descriptions and are recruited by a member of the National Team. All successful National Volunteers will be provided with a direct supervisor from the Staff Team.

Project Volunteers

These volunteers are those who work with the Project staff on specific projects or campaign, such as the Power Shift or Schools Team. The supervisor of the project volunteer is the relevant Project Staff, example leader of the Power Shift Team. Once a specific project is completed, the volunteer may move onto another project or work within the relevant state branch.

State Coordinators (Senior Volunteers)

State Coordinators are the senior volunteers of the AYCC. These volunteers are given the autonomy to manage a state branch and all relevant activities, campaigns and volunteers associated with the respective state branch. State Coordinators undergo a demanding recruitment and selection process due to the responsibility given to the State Coordinator, thus the 'best fit' candidate for this position is vital. State Coordinators undergo an induction and training for their position. They are provided with email addresses and their direct supervisor would be a member of the staff team.

State Branch Volunteers

The State Branch Volunteers are those who are recruited by the respective State Coordinators. Their direct supervisor is the respective State Coordinator.

Local Grassroots Convenors

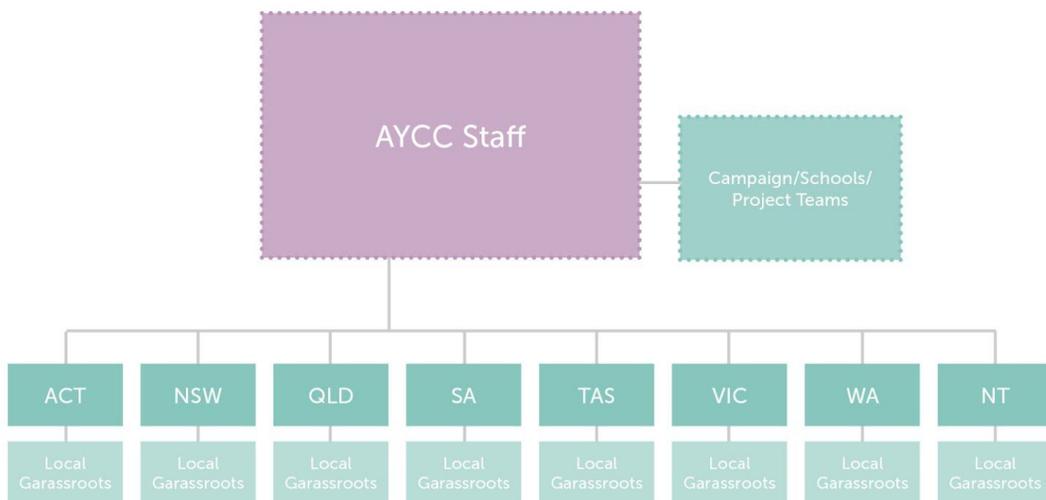
The Local Grassroots Convenors are those who are recruited by their respective State Coordinators and or State Branch Volunteers. Their direct supervisor is the respective state branch volunteer.

AYCC Grassroots participants (not considered to be volunteers)

Participants of the AYCC may be online members, regular attendees of actions and events, or volunteer in an ad-hoc manner with the branch or in local groups. Participants do not have position descriptions nor an email address and are not formally considered volunteers. Individuals asked to volunteer at an event or sign up to be a volunteer online, are not considered volunteers until they have a position description etc. Rather, such people may be referred to as participants of the AYCC's activities and campaigns.

Volunteer System

Volunteers are supported within the volunteer structure of the AYCC, working often in teams of volunteers and supervised by more senior volunteers or staff. The AYCC will ensure that the volunteer support system is well-resourced, clearly defined, and that individuals responsible for supervising volunteers have access to training and mentoring to be capable and competent to supervise volunteers.



AYCC has an established system in place to ensure adequate supervision of our volunteers. Staff and senior volunteers are trained periodically in best practice to supervise and manage volunteers. They are supported in this supervision through the supervision chain, which is outlined below.

The volunteer management system defines the responsibilities of the volunteer and their relationship with their direct supervisor. This will help determine the role of the volunteer within the organisational structure of the AYCC. The direct supervisor of the volunteer depends on the type of volunteer.

Every volunteer will be paired up with a direct supervisor responsible for managing a project or campaign team. Your supervisor is there to support and guide you during your time with the AYCC and will be your first point of contact for everything regarding your role, the AYCC, and your volunteering experience. You will work out a regular check-in time with this person – e.g. weekly, fortnightly or

monthly depending on your role and level of involvement at any particular time.

At the AYCC, we value personal experiences and open communication – we want you to feel happy and valued as a volunteer. This is why it is important to have a clear understanding of your role at the Australian Youth Climate Coalition. It is important to ask any questions you have of your role, and to bring up any issues that might arise with your supervisor. Volunteering is a two-way street and it is expected that the AYCC support you in order to make your experience a positive one. The Australian Youth Climate Coalition runs extensive training programs, fun social events, gives access to resources and, most importantly, provides the opportunity to contribute to positive, meaningful work.

Volunteer Code of Conduct

Volunteer Code of Conduct

This code of conduct outlines your rights and responsibilities as a Volunteer of the AYCC. We ask that all volunteers make a commitment to abiding by these policies. There is a modified version of this code of conduct for under 18 year olds, available here: [under 18's code of conduct](#)

The AYCC agrees to provide its volunteers with the following:

Training: regular trainings and skill building exercises in the areas of climate change communication, community organising, facilitation and leadership skills etc.

Support: Ongoing support from all levels of the AYCC, with mentors, supervisors and coordinators available to advise and mentor volunteers to facilitate achievement, growth and wellbeing.

Flexibility: Staff and senior volunteers will strive to plan projects and campaigns around busy periods of volunteers' study and work so as to help maintain a positive work life balance.

Networking: Connecting volunteers with broader networks within the Australian environment movement and community organising networks

References: Providing volunteers with references for CVs at the discretion of the volunteer's supervisor or mentor.

Volunteer Insurance: all AYCC Volunteer are covered by Volunteer workers insurance. Read more [here](#)

To run the most effective campaigns possible we need all AYCC volunteers to meet certain responsibilities and expectations.

As an AYCC volunteer, you agree to be:

Dedicated: Actively support the goal and values of AYCC, including building a huge, diverse and committed movement of young people to solve the climate crisis, and to work in support of this goal.

Inclusive: empower fellow volunteers and behave in a manner that creates an inclusive and outwards-focussed environment. This includes behaving in a manner that is inclusive to under-age volunteers and participants.

Responsive: Be reasonably contactable via email and phone and reply to communications in a timely manner

Inclusive: I agree to embrace the inclusive and diverse values of the AYCC and to refrain from the expression of sexist, racist, classist, homophobic, transphobic, ableist, and or other discriminatory or oppressive views or behaviour, as outlined in the [anti harassment and anti discrimination policy](#).

Engaged: At all times behave in a way that upholds the AYCC values and the integrity and good reputation of the AYCC. Actively contribute to and engage with the development and implementation of AYCC projects and campaigns.

Comply: Adhere to all AYCC policies and procedures and uphold all relevant Australian laws, including obtaining the necessary working with children or police checks.

Transparent: disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with AYCC and its volunteers and business. AYCC is a non partisan organisation and asks that individuals holding senior volunteer positions not be affiliated with a political party.

Copyright and ownership: Materials produced by volunteers for the AYCC, including campaign materials, training workshops etc. become the property of the AYCC upon submission.

Representing AYCC: Prior to any action or statement that may significantly affect or obligate the AYCC, volunteers are asked to consult with the relevant staff member or senior volunteer. These actions may include, but are not limited to public statements to the press, lobbying efforts with other organisations or any agreements involving contracts, resources, finances or other obligations.

Participation, Injury & Indemnity

I hereby indemnify **The Australian Youth Climate Coalition** from any liability arising from my personal actions, where such actions are contrary to the directions of the AYCC staff or senior volunteers.

Medical Treatment

In the event of an emergency, I consent to medical advice being sought on my behalf and I consent to the disclosure of my medical information i have provided, to appropriate medical personnel. I authorise **The Australian Youth Climate Coalition** in the event of any injury or illness occurring during my time volunteering with the AYCC to obtain at my expense any medical treatment as may be considered appropriate for myself. I agree to reimburse **The Australian Youth Climate Coalition** where necessary for any such hospital, medical or other expense incurred in this regard.

Email account policy

On becoming a volunteer of the AYCC, after going through the online induction process you will be given an organisational email account. This email account should not be used for personal communication outside of the AYCC, this includes auto forwarding. This account belongs to the AYCC, and upon completion or exit of your volunteer role, access to this account and all googledocs created, must be returned to the AYCC.

Copyright and ownership issues

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Representing AYCC

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Reimbursements

Volunteers will be reimbursed for their expenses as long as those expenses have been authorised by the volunteer's state coordinator or relevant staff member.

Volunteer Misconduct

At its core, the AYCC values people, trust and flexibility and all volunteer processes are grounded in these values. As a youth organisation run mostly by volunteers, the AYCC is flexible and facilitative, and processes for breach of code of conduct are embedded with the understanding that volunteers (especially young volunteers) are learning and will make mistakes. Volunteers of the AYCC are in their positions due to their passion and commitment, and will be given as much guidance and leeway as is reasonable to allow them to uphold the code of conduct.

Misconduct includes very serious breaches of The Australian Youth Climate Coalition's policies and procedures that warrant instant dismissal of a volunteer.

Examples of misconduct include:

- Theft of property or funds from The Australian Youth Climate Coalition
- Wilful damage of property
- Breaking any condition of the volunteer code of conduct
- Breaking the AYCC's anti-harassment & anti-discrimination policy.

Volunteer Exit Policy

At the end of your period of volunteering, you are required to:

1. let your supervisor know, through written communication, and
2. return access to your AYCC email account to the AYCC.

When senior volunteers cease volunteering with the AYCC, an exit interview will be arranged with your direct supervisor or the national welfare officer, to attain constructive feedback on the volunteer experience with AYCC, and for the volunteer to have the opportunity to air any issues. This will help AYCC improve our processes and the volunteer experience.

General volunteers will have the option of an exit interview if they would like.

In return, the AYCC will endeavour to provide feedback to all of its volunteers for their contribution and effort during their time with the organisation and upon departure from a volunteer role, to assist with the volunteer's personal development and to improve their volunteer experience. The purpose of the feedback will also be to formally recognise the work of the volunteers and express appreciation and gratitude for their work and effort.

Office Guidelines

AYCC has office space in Sydney, Adelaide, Melbourne, Canberra, Brisbane and Perth. Volunteers are welcome to use the space as long as you keep it clean, and back up the documents you create on shared computers.

The AYCC National Office is located at Suite 05, 60 Leicester St, Carlton Victoria. We want there to be no barriers to being involved with AYCC. There is wheelchair access and phones and laptops available for you to use. If you do have a phone or laptop you're able to use, please bring it, so shared resources can be used by those who need it. There is a wireless internet connection available to use at all offices, and where printers are available, you can also print your work on the office printer. If you do not have your own computer, let us know and we will have one of the shared computers ready for you when you come in. You should familiarise yourself with the AYCC office norms, which are on display in each office.

Theory of Change and Values

We're building a generation wide movement to solve the climate crisis. We do this by educating, empowering, inspiring and mobilising young people across the country.

Our theory of change

AYCC believes that climate change is the single greatest threat facing humanity, and that young people – as the inheritors of this planet – are the key stakeholder in humanity's response to the climate crisis. However, we also believe that addressing the climate crisis is an opportunity to create a more sustainable, just and fair Australia. AYCC's mission is to create a generation wide movement to solve the climate crisis.

We believe that a non-partisan movement can create the groundswell of support and momentum needed to inspire this transition. Politicians will not support the policy changes we need unless they think their political lives depend on it and businesses will not implement sustainable business practices unless they think their bottom lines depend on it. This will require thousands of people, particularly in politically strategic areas, willing and able to take deep action on climate change when needed.

The scale and breadth of the climate crisis requires urgent, comprehensive action. We are committed to reducing our carbon emissions in line with climate science, which means getting back below 350 parts per million and peaking global emissions between 2015 and 2017. We are also committed to focusing on solutions to motivate people to act. We believe that the climate crisis can be solved and will not shy away from the big ideas that are necessary for a sustainable future.

We need a movement, and young people will be at the forefront

It is only through a huge, diverse and committed social movement that we will see the solutions to the climate crisis realised. We believe that young people are a core agent of change in such a movement. At every level AYCC is led by young people. AYCC empowers young people in their local communities to create change on a national scale.

We want solutions to climate change that are just and sustainable.

At it's core, the climate crisis is an issue of human justice and the ability of the planet to sustain diverse species and cultures. We don't support solutions that have perverse outcomes that threaten people's human rights or promote environmental destruction. We always take justice and sustainability into account in decisions we make - from the policies we support, through to our organisation's own supply chain.

We're political, but non partisan

We recognise that Government plays a key role in the rapid transition to a safe climate. We're not afraid of running campaigns with a political element where it's needed, such as applying pressure to ensure politicians do the right thing by the climate. We're non partisan, meaning that we don't support one candidate or party over another - however we will judge them by their climate policies.

We're ambitious and solutions focused

The climate crisis can ignite fear and often paralyse people, so we must remain positive and solutions focused to motivate people to act, although we're not afraid to talk about the problem and climate impacts where necessary. We believe that the climate crisis can be solved and will not shy away from the big ideas that are necessary for a sustainable future. AYCC always seeks to foster a positive and optimistic culture.

We focus on outcomes

We focus on what's most high impact in bringing down emissions. We care about proper process, but ultimately look to outcomes to decide whether something is worth doing.

We are inclusive and diverse

All people will face the impacts of climate change and every community will need to be a part of the solution. AYCC supports young people of diverse socio-economic background, gender, race, sexuality and religious and political beliefs to be a part of the youth climate movement. We actively promote diversity and inclusiveness at all levels of the organisation. Rather than being insular, we always look to grow and engage all young Australians, especially those who are not yet our members.

We trust the latest, peer reviewed science

We only promote real, science based solutions to the climate crisis. We focus on what is needed to solve the climate crisis, no what's politically expedient or easy.

General Volunteer Policy Review

This policy will be audited and updated on a yearly basis by the Director of Operations and or Office and Administration Manager.