



Ulster CCÉ Volunteer Policy

Values

1. CCÉ over 70 Branches in Ulster and over 8,500 volunteers at all levels of the Organisation, CCÉ is an important part of cultural life and communities across the nine counties of Ulster and Volunteers are the lifeblood of the Organisation. Ulster CCÉ values the contribution made by all volunteers to help promote Irish Culture and Heritage across the province of Ulster.
2. Volunteerism is at the very heart of everything that happens within Ulster CCÉ. We are a volunteer cultural organisation and we pride ourselves on our volunteer ethos, where everybody involved with CCÉ in Ulster, give their time, energy and experience freely. In return, they demonstrate the pride and passion of our organisation in Ulster. Without their participation Ulster CCÉ could simply not exist.
3. The Organisation is driven by outstanding people who are stalwarts of our Cultural landscape. Their efforts are ably supported by a limited staff, who are committed and passionate to developing our culture and heritage.
4. CCÉ in Ulster is community based. It uses culture to uplift and to energise communities, ensuring that everyone benefits from the social, economic and educational benefits associated with engaging in Culture. As communities change and develop, Ulster CCÉ will reflect and respond to those changes. CCÉ is non-political and non-denominational; and encourages the active and enjoyable involvement of everyone. As such Ulster CCÉ is committed to ensuring quality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

Preparation and Planning

5. Supported by government funding, CCÉ in Ulster now directly employs a core staff who work closely with the Ulster Council and County Secretaries. All staff employed by CCÉ have a core directive that requires them to support 8,500 CCÉ Members in Ulster as well as the over 90,000 other individuals who engage with CCÉ in Ulster annually. This includes offering branch development support, volunteer and music development support, administrative support and general advice and guidance. The Comhaltas in Ulster staff are governed by volunteers who set the objectives and policy of the Organisation.
6. All volunteer roles have a written role description, outlining the purpose, tasks and main expectations of their role.
7. Ulster CCÉ Volunteers are fully protected by the organisation's insurance for branch activities. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover.
8. Ulster CCÉ reimburses volunteers' out of pocket expenses for travelling expenses, at the rate of standard class rail fare, bus fare or petrol allowance as amended from time to time by the Central Executive Council. This shall be paid in all cases together with a reasonable subsistence allowance.



9. Where volunteers are asked to volunteer for more than 5 hours at one time, then volunteers can be entitled to a meal, if a meal is not provided.
10. Ulster CCÉ endeavors to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles
11. CCÉ's Ulster Council is responsible for the overall management of volunteer involvement in Ulster, including overseeing the implementation of this policy and dealing with any problems relating to volunteers. The volunteer's branch provides support and supervision and identifies training requirements etc.

Recruitment and Selection for Volunteer Committees

12. Ulster CCÉ is committed to serving and representing all the Irish cultural enthusiasts of Ulster and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities are widely promoted throughout Ulster, recruitment and selection materials are available and can be downloaded from www.ulstercomhaltas.com.
13. There is a formal selection procedure for anyone wishing to volunteer with Ulster CCÉ. All Ulster CCÉ committee members are selected by individual county boards and are responsible for representing their county at Ulster CCÉ Council.

Ulster CCÉ committee member Volunteers will be asked to complete a registration form so that Ulster CCÉ can monitor motivations for people volunteering and the diversity of volunteer base.

Each County Board is requested to annually select two volunteers to represent the county at Ulster CCÉ Council and become full Ulster CCÉ Volunteer committee members

All CCÉ County Board committee members are selected by individual branch committees and are responsible for representing their branch at County Board.

All Branch committee members are selected from within their branch membership and are responsible for representing the wider interests of the branch and CCÉ.

Junior members, who are under 15 years on January 1st of the current year, shall not be eligible for election to any office in An Comhaltas, nor have the right to vote. Junior members aged fifteen years and over on January 1st shall have full voting rights, and shall be eligible for election to office in any unit of An Comhaltas

Non-Members - None but a member of An Comhaltas shall be co-opted into any position in the movement. Committees or sub-Committees for special purposes may include non-members by special permission of the immediate superior governing body. Only registered members of Comhaltas are eligible for office in any unit of Comhaltas, including the position of Trustee.



Management of volunteers

14. All volunteers are provided with the Volunteer Pack, which outlines the expectations and responsibilities of both the volunteer and their specific role. **(Branch renewal document)**
15. All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on CCÉ and the relevant Unit; explains its structures and procedures; describes the volunteer role and outlines how s/he will be supported, including practical information on e.g. expenses and an introduction to committee colleagues as well as contact details for other relevant County/Provincial Committee members, staff and volunteers. This may happen before, after or during their first Committee meeting.

During the induction period volunteers will be provided with information on relevant legislation, organisational policies and codes of practice and will be given the opportunity to discuss any of the issues with the Cathaoirleach.

16. All volunteer placements are subject to a settling in period, of one month. During this period volunteers should be given additional support and volunteers can request a review meeting at the end of their settling in period if they have any issues to raise or want to request a change in volunteering.
17. Ulster CCÉ is committed to improving the personal and professional development of volunteers. Volunteers may choose to attend any in-house training course that they feel is relevant to their volunteering.
18. Ulster CCÉ aims to reflect the voluntary nature of our relationship with volunteers in all our policies and procedures for managing their involvement. Therefore, the volunteer's branch / Unit deals with minor problems about or by volunteers or their volunteering through the usual support and supervision procedures, in the first instance.

However, we recognise our duty to protect the wellbeing and interests of all our stakeholders and therefore operate a formal Grievance Policy and procedure in the case of more serious complaints.

19. Ulster CCÉ recognises the core role that volunteers fulfil at every level of the organisation. It endeavors to communicate with volunteers in appropriate ways.

It also recognises the importance of seeking volunteers' ideas and opinions at regular intervals. Feedback from volunteers is always welcome.

20. In order to work effectively Ulster CCÉ must retain information on volunteers including: contact details and other relevant personal information; training undertaken and any complaints made or received. Most of this information will be recorded in computerised records. All such information is treated in accordance with the GDPR and volunteers are entitled to inspect all such information pertaining to their own involvement.