

**BRANCH POLICY STATEMENT 1.09**  
**VOLUNTEERING AT ADAVB**

**1. INTRODUCTION**

- 1.1 The ADAVB is a not-for-profit membership organisation, which relies significantly on the contributions of volunteer members to achieve our vision, mission and strategy.

**2. PURPOSE**

- 2.1 This policy describes the rights and responsibilities of ADAVB volunteers.

**3. DEFINITIONS**

Volunteer

A volunteer is a person who gives freely of their time to assist the ADAVB in achieving its vision, mission and strategy.

**4. POLICY**

- 4.1 The types of activities that ADAVB volunteers may undertake include:

- a. Serving on the ADAVB Council or Committees
- b. Representing ADAVB by providing oral health promotion at events, for example, the Pregnancy, Baby and Child Expo.
- c. Representing the ADAVB at meetings or on Committees to external organisations.
- d. Giving seminars or presentations
- e. Mentoring colleagues
- f. Contributing to newsletter articles, information, or policy advice
- g. Other types of activities, which may arise from time to time.

- 4.2 Volunteers are expected to undertake the following responsibilities:

- a. Undertake any recommended induction and/or training prior to performing their role
- b. Disclose any perceived or actual conflicts of interest, in accordance with Branch Policy Statement 1.03 BPS Conflict of Interest
- c. Be familiar and comply with relevant Branch policies
- d. Act within the scope of the task or project assigned to them by ADAVB
- e. Protect confidential information
- f. Conduct themselves in a manner that promotes the good reputation of the ADAVB
- g. Maintain their own professional indemnity insurance
- h. Notify ADAVB if there is any change to their professional registration status
- i. Complete an assignment of copyright interests form when applying for an ADAVB Committee.
- j. Volunteers do not have authority to solicit sponsorship agreements, or engage in any contracts for the purchase of goods and services on behalf of ADAVB

A failure by a volunteer to comply with these responsibilities may result in cancellation of their volunteer status

#### 4.3 Volunteer rights

- a. Volunteers shall be indemnified in accordance with Rule 102 of the Constitution.
- b. No payment for services will be made to volunteers. However, pre-approved reimbursement for time spent, or expenses incurred while volunteering may apply under certain circumstances. See Branch Policy Statements 2.01 BPS Finance, and 2.02 BPS Benefits Reimbursement for further information.

<b>Branch Policy Statement Number</b>	3.10
<b>Adopted by Council</b>	1 May 2017
<b>Reviewed by Constitution and Policy Committee</b>	20 February 2020 14 March 2023 11 Sept 2025
<b>Amended by Council</b>	
<b>Relevant Rules</b>	Rule 102
<b>Relevant By-Laws</b>	
<b>See also</b>	1.03 BPS Conflict of Interest 2.01 BPS Finance 2.02 BPS Benefits Reimbursement Notes for the Guidance of Standing Committees