

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.

Volunteers act out of professional altruism, ensuring the Branch remains led by the voices of its members and services remain affordable.

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, unless authorised, 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, when acting in their official role for the Branch, in accordance with Rule 102 of the Constitution.
- b. Non-student volunteer members may be eligible for reimbursement for practice time lost, or expenses incurred in accordance with Branch Policy Statement 2.01 BPS Finance, and 2.02 BPS Benefits and Reimbursements. These payments are intended to support the volunteer's ability to contribute to the Branch and the members, rather than to set forth a contract of employment.

Branch Policy Statement Number	3.10
Adopted by Council	1 May 2017
Reviewed by Constitution and Policy Committee	20 February 2020 14 March 2023 11 Sept 2025 30 March 2026
Amended by Council	
Relevant Rules	Rule 102
Relevant By-Laws	
See also	1.03 BPS Conflict of Interest 2.01 BPS Finance 2.02 BPS Benefits Reimbursement Notes for the Guidance of Standing Committees