



AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.

BRANCH POLICY STATEMENT 3.10

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

- 3.1 Volunteer
- a. 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 Baby and Toddler Show.
 - c. Representing the ADAVB at meetings or on Committees to external organisations, e.g. the Dental Health Services Victoria Population Oral Health Committee
 - 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, if this applies.
 - 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 joining 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.
 - k. A failure by a volunteer to comply with these responsibilities may result in cancellation of their volunteer status.

4.3 Volunteer rights

- a. Volunteers have the right to expect the same level of protection in relation to public liability insurance, equal opportunity, and occupational health and safety as ADAVB's paid employees.
- 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 1.02 BPS Finance, and 1.07 BPS Benefits Reimbursement for further information.

Branch Policy Statement Number	3.10
Adopted by Council	1 May 2017
Reviewed by Constitution and Policy Committee	20 February 2020 14 March 2023
Amended by Council	
Relevant Rules	
Relevant By-Laws	
See also	1.03 BPS Conflict of Interest 2.01 BPS Finance 2.02 BPS Benefits Reimbursement 4.02 BPS Equal Opportunity 4.06 BPS OHS Notes for the Guidance of Standing Committees