

CIPR Volunteering Policy

Policy Introduction

As a professional membership body, the CIPR is member-led, with many volunteers giving their time, knowledge and skills to sit on Board or Council and carry out governance activities, or to run a Group, Network or Panel, which provide valuable membership benefits.

Volunteer roles do not replace paid jobs or serve to cut costs. Volunteering is a way for members (and non-members with specialist skills) to get involved with the work of the CIPR, to build their own networks, develop their skills and to have a positive impact on their professional communities.

The CIPR strive for all staff and volunteers to work together as effectively and efficiently as possible to achieve its strategic goals. We are committed to working openly and honestly with each other. The volunteer policy and related guidance documents provide a framework to ensure that relationships are more likely to be productive, problems are less likely to occur and where problems do occur, it is easier to solve them.

Who is this policy for?

This policy applies to everyone working within a voluntary role for the CIPR and their interactions and behaviours with other volunteers and paid staff members. It may also provide useful reference for those outside of the CIPR, who work with us.

Definition of a CIPR Volunteer:

For the purposes of this policy, the CIPR define a volunteer as someone:

- with a defined role with clear tasks and responsibilities, which is more than just providing feedback or member input
- who is unpaid
- doing something that benefits members and the wider aims of the Institute

Typical voluntary roles within a committee might include:

- Chair
- Secretary
- Budget Holder
- Event Organiser
- Social Media Coordinator
- Committee member

This is not an exhaustive list, committees may identify particular needs or gaps and define a new role that caters for the needs of the committee such as a student representative or a senior forum coordinator.

Accountability

Volunteers are appointed by, and responsible to, their respective committees via election. All CIPR Panels will work closely with an individual CIPR staff member and all CIPR Networks and Panels are expected to report all activities to the CIPR Council. The Chief Executive Officer has overall responsibility for all staff and volunteers and reports to the Board. The Board is ultimately responsible for the performance, accountability and wellbeing of its volunteers and staff.

Expectations – Working as one CIPR

The 'Working as One' toolkit sets out what is to be expected of both the CIPR and of a volunteer during the course of volunteering. This toolkit covers four areas: one purpose; one commitment; one team; and one brand. The One Team pledge, serves as a two-way charter between HQ and the volunteers, showing how both will work together and our commitment to each other.

Key points of the 'One Team' pledge are as follows:

The CIPR staff team commit to:

- abide by CIPR policies and procedures
- support volunteers/groups by providing the right tools and resources to set them up for success, reduce admin pressures and utilise their time well
- provide volunteers/groups with an overview of long term key HQ activity, to allow sufficient notice for volunteers/groups to plan and support effectively

Volunteers will commit to do their best to:

- abide by CIPR policies and procedures
- champion the profession through the promotion of HQ campaigns, CPD opportunities and group activities
- give CIPR staff team fair notice if support is needed

Some volunteer roles come with additional expectations (for example Board of Directors or Council members). For information about additional requirements of your role, please refer to your role description.

If a CIPR volunteer can no longer uphold the 'One Team' pledge, the relevant parties are encouraged to find a way forward via informal discussion. If informal discussion is unsuccessful you may formalise your complaint, full details of the process is outlined in the CIPR Volunteers Equality and Harassment Policy. Advice and guidance on complaints is provided through the CIPR's Professional Practice and Ethics Consultant.

The Volunteer Journey

The CIPR have defined processes for the following, which will be reviewed annually to ensure we are upholding the highest standards:

- Volunteer recruitment process
- Volunteer induction
- Volunteer training & support
- Volunteer recognition and rewards
- Volunteer breaks and leavers

Key Policies & Procedures

All CIPR staff and volunteers are expected to read and adhere to the following policies and procedures:

- CIPR Code of Conduct
- Equality & Diversity
- Complaints Process
- Data Protection Policy
- Expenses Policy
- CIPR Cyber Security
- CIPR Volunteers Policy Equality and Harassment

We hope that your volunteer experience with the CIPR is a positive and productive one. As a volunteer we appreciate that you give your time freely for the benefit of the organisation. Your feedback on all aspects of the volunteer policy, process and journey are always welcome.