



THE SCHOOL LIBRARY ASSOCIATION OF  
NEW ZEALAND AOTEAROA  
TE PUNA WHARE MĀTAURANGA A KURA

# Volunteers

## ***Rationale:***

SLANZA recognises the valuable contribution to the service made by volunteers and actively encourages their participation, which:

- enables volunteers to contribute to their SLANZA
- provides volunteers an opportunity for work experience and the development of new skills
- enhances the range of services available through SLANZA
- allows for wider contribution to the school library profession.

Volunteers will not be used to replace paid workers in the service.

## ***Purpose:***

This policy aims to ensure that volunteers working for SLANZA have work that is safe, significant and satisfying, and that their contribution is appreciated.

## ***Procedures:***

- all volunteers will be provided with a job description
- all volunteers must sign a [Volunteer Agreement](#) before starting work.
- volunteers are expected to conform to SLANZA's Code of Conduct.

## ***Volunteer Recruitment Process:***

1. Requests for volunteers will be widely advertised through the membership.
2. Interested volunteers should complete an Application for a Volunteer Position.
3. SLANZA will inform the volunteer as soon as possible of the decision.
  - If the application is accepted, the volunteer should be given a copy of the Volunteer Worker's Agreement, the relevant job description and an induction package.
  - If the volunteer's application is rejected, they will be given the reasons why.
4. Sufficient time should be allowed for the volunteer to read the information and ask questions before signing the Agreement.

Agents = Officers, employees and volunteers

Board = Minimum of two board members and must include SLANZA President.