

FOTAC Volunteer Policy



Friends of the Treatment Action Campaign (FoTAC) is a London based registered charity that fundraises and supports the work that the Treatment Action Campaign (TAC) carries out in South Africa.

TAC is a grass-roots organisation in South Africa with tens of thousands of members, which campaigns for greater access to HIV treatment for all, and for the empowerment of people affected by HIV and AIDS. FoTAC also educates people in the UK about the AIDS crisis in southern Africa, and we work particularly with schools, colleges, businesses and unions.

The FoTAC staff is predominantly voluntary. Volunteers work in specific areas of interest according to their skills and experience.

Recruitment

We will use appropriate means to advertise for volunteers. Prospective volunteers must complete an application form. The applicant will be interviewed and if this is successful then references will be taken up.

Induction and Training

There will be an induction prepared and delivered by an existing FoTAC volunteer. This will include:

- » The role of the volunteer
- » A list of all current volunteers and their ongoing projects
- » A list of Trustees, Patrons and Officers
- » Procedures i.e. meetings, handover of work etc.
- » Other information as appropriate.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. Out-of-pocket expenses will be reimbursed, including expenses for travel and meals, when required. In order to claim expenses, an expenses form must be completed and given to the Volunteer Coordinator. This will be included in the volunteer's Welcome Pack.

Support

The Volunteer Coordinator will support all volunteers and will have regular meetings to discuss any problems or issues that may arise. FoTAC is an organisation that values its volunteers highly and we hope that we can provide satisfactory support.

Confidentiality

FoTAC requires volunteers to observe our confidentiality policy.