TAUNTON WELCOMES REFUGEES

charitable incorporated organisation number 1183921

Resolving Issues and Protocol for Terminating a Volunteer Agreement

Should there be concerns about a volunteer continuing in an active role within the charity, the following process should be followed:

- The volunteer be asked to meet with two independent trustees (one of whom should be a Chair, and one either a Training Preparation Trustee or holding the Volunteer Portfolio if available)
- The trustees to briefly explain the nature of their concerns to the volunteer, and to listen carefully to the volunteer's response. A record of the conversation should be kept.
- Arrange a time and place to discuss the matter further, if necessary, offering the option of the volunteer bringing someone in support. The volunteer to be given a copy of the notes taken at the interim meeting.
- At the main meeting the reasons (with evidence) for potentially reviewing the agreement should be shared with the volunteer and a record made of the key issues discussed.
- If no agreement has been reached during the course of this second conversation, the trustees involved should convene immediately after, to reach one. This should then be communicated to the volunteer as soon as possible (but not later than one week)
- The record of the conversation and the reasons for the decision must be lodged in the volunteer file, and made available to them should they wish to see it. The name of the volunteer whose agreement has been terminated should be brought to the next Board Meeting for information.