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| --- | --- | --- | --- |
| Insert Club/Event Name | | Approval Date: |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name | |
| **Vice-President:** | Sign: | Name | |

**PURPOSE**

Volunteers have many skills that can be utilised in a range of roles. While volunteers may not be suitable for their current role, there may be other roles they can be moved in to and use their skills and experience in.

**PROCESS**

It is imperative that if a volunteer is not suited to a role, that alternative roles are sourced for them.   
  
Before you dismiss a volunteer, go through this checklist:

* Why can the volunteer no longer carry out their role?
* Are they still suitable and interested in volunteering?
* Is there another role they can undertake with different physical or mental requirements?
* Can they become a mentor?
* Have you spoken with the volunteer and addressed any issues or concerns?

**PROCEDURE**

If you have determined they are suitable to volunteer, but not in their current role:

* Determine other suitable roles in the club and/or event that need to be filled
* Liaise with the Volunteer Co-ordinator
* Ask the volunteer would they like to move to a new role
* Provide them with the new Position Description (if relevant)
* Make a formal note of their new role
* Update their Code of Conduct if relevant
* Provide them with the new Volunteer Handbook (if relevant)
* Always respect the volunteer’s privacy and ensure the reasons for re-assignment remain confidential.