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

**PURPOSE**

Volunteers will leave for a variety of reasons including resigning and retiring (eg. no longer in age group governed by constitutions). It is vital that the Club and/or event develops a transparent policy about the retirement and resignation of volunteers.

**PROCESS**

The following information should be included in any Volunteer Retirement & Resignation Policy:

* The notification process.
* Any notice period required.
* Who will be involved in the process.
* Handover of any information, documents (eg Secretary)
* Exit Interview.

For volunteers reaching retirement age (due to constitutions), it is important to be aware of this and start conversations with them earlier to manage their retirement. For many volunteers, their role is part of their identity and leaving a role can be traumatic.

**PROCEDURE**

When a volunteer retires or resigns, it is important that:

* The Club and/or event’s Committee is aware.
* Formal notification is provided
* Acknowledgement and recognition is provided to the volunteer
* The volunteer is invited to complete an Exit Interview
* A suitable handover is provided (where relevant) of information the volunteer is in possession of.
* If a volunteer is retiring due to age, is there another role they can take on such as an ‘Ambassador’ for the club or mentor?
* Advise necessary parties that the volunteer will no longer be involved at your club.
* Always respect the volunteer’s privacy and ensure the reasons for retirement or resignation remain confidential.

*Adapted from:* [*www.clubhelp.org.au*](http://www.clubhelp.org.au)