ACCA’s volunteer program has been revised through consultation of the National Standards for Volunteer Involvement (2015).

Position
ACCA engages, trains and coordinates up to 50 volunteers as an essential and strategic component of the organisation. Volunteers bring vitality, passion, experience and skills to the organisation, support the work of the staff, and assist ACCA in delivering high standards of visitor service.

Vision
By providing a volunteer program that is engaging, instructive and inspiring, ACCA aims to support and foster the next generation of artists and arts professionals.

Mission
To provide an experience of volunteering at ACCA is positive, purposeful, engaging and mutually beneficial to all involved.

DEFINITION AND PRINCIPLES OF VOLUNTEERING

Definition of Volunteering:
Formal volunteering is an activity that takes place in not-for-profit organisations or projects and is undertaken:

• To be of benefit to the community and the volunteer
• Of the volunteer's own free will and without coercion
• For no financial payment
• In designated volunteer positions only

Principles of Volunteering:

• Volunteering benefits the community and the volunteer
• Volunteer work is unpaid
• Volunteering is always a matter of choice
• Volunteering is not compulsorily undertaken to receive pensions or government allowances
• Volunteering is a legitimate way in which citizens can participate in the activities of their community
• Volunteering is a vehicle for individuals or groups to address human, environmental, cultural and social needs
• Volunteering is an activity performed in the not-for-profit sector only
• Volunteering is not a substitute for paid work
• Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
• Volunteering respects the rights, dignity and culture of others
• Volunteering promotes human rights and equality
VOLUNTEER RIGHTS AND RESPONSIBILITIES

Unlike paid staff, volunteers are not covered by award conditions or work place agreements. Volunteers, however, do have rights and responsibilities, some of which are enshrined in legislation and some of which are the moral obligations of an organisation involving volunteers.

As a Volunteer you have the RIGHT to:

- Information about the organisation for which you are volunteering, including policies and procedures
- A volunteer position description or volunteer agreement which outlines the tasks that you will be expected to perform and the agreed hours
- A healthy and safe working environment
- Be recognised as a valued team member
- Be supported and supervised in your role
- Be covered by adequate insurance
- Be informed and consulted on matters which directly or indirectly affect you and your role
- Be provided with sufficient orientation, training and supervision
- Be interviewed and employed in accordance with equal opportunity and anti-discrimination legislation
- Not fill a position previously held by a paid worker
- Have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Say no if you feel uncomfortable or are being exploited

As a Volunteer you have the RESPONSIBILITY to:

- Be punctual and reliable
- Respect confidentiality of others and the organisation
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the organisation's policies and procedures
- Undertake training as requested
- Ask for support when you need it
- Value, respect and support other team members
- Carry out the role you have agreed to do responsibly and ethically