Investing in Volunteers improving practice plan EXAMPLE

Organisation:	Example Advocacy
IiV lead:	Hina Patel
Assessor:	Jo Smith
Date submitted:	4 November 20XX

Practice number	Actions	Who?	By when?	Resources required
1. Vision for volunteering				
1.1	Volunteers from each team to be invited to the organisation awayday	CEO	15 Jan 20XX	None
1.1	Working group of volunteers to be convened to be part of reviewing organisational strategy and advising the board	Volunteer manager	End of Dec 20XX	Space to meet Presentation of strategy (after awayday)
1.3	Develop mechanisms for capturing volunteer input (a) in routine monitoring / casework recording; (b) number of hours; (c) case studies	Volunteer manager / operations manager	End of Dec 20XX	Possible changes to the database
3. Volunteer inclusion				
3.2	Enter volunteers monitoring information onto spreadsheet and compare against (a) local community; (b) clients; (c) our inclusion element of the strategic plan. Develop action plan for targeted recruitment Review all volunteer roles to identify changes to increase inclusion	Volunteer manager / administrator / operations manager	End of Dec 20XX End of Feb 20XX End of Dec 20XX	Admin capacity for data entry Draft strategy Involvement of staff and volunteers

Practice number	Actions	Who?	By when?	Resources required
5. Supporting volunteers				
5.6	Develop process for when volunteers leave and to (a) ensure volunteer file closed down and archived and (b) capture feedback from departing volunteer	Volunteer manager	End of Jan 20XX	None
6. Valuing and developing volunteers				
6.5	Add question into volunteer interview and supervision templates about volunteers' aspirations Develop process for documenting training to provide to volunteers, e.g. certificates Add references to the volunteer handbook	Volunteer manager	End of December 20XX	Design for volunteer certificates