

UL Student Life Volunteer Policy



UL Student Life recognises that to deliver our supports and services, we rely on student volunteers across all departments each year. A UL Student Life volunteer is defined as a current UL student who offers their time for a specific task or role without receiving payment.

All UL Student Life volunteers must adhere to the UL Code of Conduct. The services we deliver are underpinned by clear policies and procedures that are upheld by staff and volunteers.

The following is a list of student volunteers recruited each year:

- Student Executive
- Student Council
- Academic Advocates
- Class Representatives
- The Welfare Team
- The Communities Team
- Clubs & Societies Executive
- Clubs & Societies Committee members

**C&S members include alumni and non-student members governed through a grievance procedure outlined in C&S constitution*

For specific once off events organised during Exam week or Charity week or another time during semester, additional volunteer opportunities may be created. Some of these positions are listed below, but this is not an exhaustive list.

- Bucket Collectors
- Bag Packers
- Hospitality Pop-ups
- Events

**all volunteers for once off events must attend a meeting to review the policy with the event manager*

UL Student Life commits:

- To provide adequate information and training to meet the expectations as described in the volunteer role description by relevant department they are volunteering for
- To explain what is required and to support and provide encouragement to help the volunteer to achieve the desired results.



- To assign the volunteer with a named contact who will provide them with regular support and act as a 'go to' person.
- To treat all volunteers with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of our organisation.
- To approve all volunteer hours for President Volunteer Award

UL Student Life volunteer commits:

- To fulfil their role as outlined in the role description.
- To follow the organisation's policies and procedures.
- To adhere to the UL Code of Conduct
- To meet time and task commitments and to provide sufficient notice when not available.
- To act in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.
- To act as an ambassador for UL and UL Student Life and not act in any way that may bring the organisation into disrepute.

**any behaviour that is deemed in breach of the UL Code of Conduct while acting in a volunteer role, will be dealt with through The Complaints, Discipline & Vetting Unit within the Office of the Provost & Deputy President*