

VOLUNTEERING RECOGNITION POLICY

1—Objects

- 1) To recognise and reward AULSS Committee members who volunteer time beyond the requirements of their positions on the Committee.
- 2) To provide a framework and guidelines with which proper recognition and rewards can be calculated and awarded.

2—Definitions

approved volunteering means hours spent voluntarily undertaking activities specified in clause 5(8).

minimum hours means 20 hours.

3—Interpretation

Interpretation of this policy is within the jurisdiction of the Executive.

4—Committee Reimbursements

- 1) Any member of the Committee, subject to clause 4(2), shall be entitled to claim from the AULSS a reimbursement of up to \$20 which may be used for any of the following:
 - a) Purchase of AULSS merchandise;
 - b) Purchase of a Law School Local card; or
 - c) Purchase of tickets to any ticketed AULSS event (inclusive of Law Ball and Law Dinner).
- 2) Committee members claiming the reimbursement:
 - a) shall submit the reimbursement request no earlier than the 1st of October of that year; and
 - b) shall be a current Committee member at the time the request is submitted.
- 3) Committee members that resign or are removed from the Committee prior to seeking the above reimbursement shall not be eligible to receive it.
- 4) For the avoidance of doubt, nothing in this Policy shall prevent any person from claiming any reimbursement for any expenses, properly incurred on behalf of the Society under direction of a Director.

5—Volunteer Recognition Program

- 1) If a member of the Committee completes at least the minimum hours of approved volunteering by the first day of Week 12 of Semester 2, they will be entitled to:
 - a) an award, signed by the AULSS President; and
 - b) a reimbursement of \$20.
- 2) Directors who host activities within the list of defined activities in clause 5(8) shall be responsible for recording hours of approved volunteering and must submit in writing to the Vice-President the number of hours that each person who has volunteered under their direction has completed.
- 3) The Vice-President shall be responsible for maintaining a list of all Committee members and the hours that they have completed.

- 4) Subject to clause 5, Committee members shall be ineligible to claim volunteering hours for activities that they are required to undertake as part of their duties as a Committee member, or for activities within their portfolio.
- 5) Clause 5(4) shall not apply if:
 - a) a Committee member is expected to perform additional tasks above and beyond those they would ordinarily be expected to undertake as part of their duties as a Committee member, or for activities within their portfolio; or
 - b) the Committee member in question is a Director.
- 6) The Vice-President may exercise discretionary authority to count certain onerous, complicated or hazardous volunteering work as double the hours actually completed by the Committee member(s).
- 7) Provided that at least 20 minutes of work has bona fide been completed as part of approved volunteering, approved volunteering time shall be rounded up to the nearest full hour.
- 8) Activities that may be counted towards approved volunteering exclusively include:
 - a) volunteering for an AULSS competition;
 - b) assisting with the sale, distribution or collection of AULSS merchandise (but only when staffing a stall organised by a Director);
 - c) assisting with the sale of AULSS Law School Local cards (but only when staffing a stall organised by a Director);
 - d) assisting with the set up, on the day, of any AULSS event;
 - e) assisting with the staffing of any AULSS stall at any Law School, AULSS, YouX or University event or meeting;
 - f) assisting with the collection of catered food for any AULSS meeting;
 - g) time taken preparing goods for donation to the AULSS for charitable or commercial purposes;
 - h) assisting with the cleaning or organising of any AULSS office or storage spaces; and
 - i) activities that are directly related to any of the defined activities in this clause.

6—Volunteer Recognition Award

- 1) Prior to the end of the term of the Committee, the President shall organise a time to present an award to all Committee members who have completed the minimum hours of approved volunteering.
- 2) The President should, if practicable, request the Dean of the Adelaide Law School present the awards to members.
- 3) The President, or their delegate, shall be responsible for preparing the awards for Committee members, and shall sign all of the awards.