



**WFSA**  
WORLD FEDERATION OF SOCIETIES OF  
ANAESTHESIOLOGISTS

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## VOLUNTEERING POLICY

*This policy also applies to WFSA (UK), Charity Number 1166545*

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### 1. Introduction

WFSA welcomes and appreciates volunteers who offer their services, time and skills to the organisation to help us achieve our charitable objectives. WFSA volunteers consist of Board, Council and Committee members along with others who give their time freely to advance the mission and vision of WFSA.

### 2. Scope

This policy applies to all those who volunteer in the office or volunteer to provide input to overseas programme delivery.

### 3. Nature of volunteering

Volunteers carry out many critical roles for WFSA. Such roles range from governance and decision-making to delivering education and training programmes worldwide. In addition, volunteers work at our UK offices which will normally be undertaken over a number of hours per week. Volunteers engaging in work overseas will typically work longer or irregular hours.

A Volunteer Agreement is signed by those volunteers working at both the Secretariat office in London and overseas to deliver or assist in the delivery of a specific programme or project. Such volunteers will also sign the WFSA Code of Conduct, along with Board, Council and Committee members and other volunteers who give their time freely to advance the mission and vision of WFSA. A role description will be agreed with the volunteer before the volunteer agreement is signed. This will outline the tasks the volunteer agrees to undertake, the support (including financial) that WFSA or our partners will provide and the time commitment and work schedule that the role entails.

#### **4. Support for volunteers**

A supervisor oversees the volunteers' work and/or guides them in their role for the duration of the agreement. Supervisors may be individuals from WFSA or from implementing partners. Volunteers are provided with any required training to undertake their responsibilities. The exact nature of the training will vary depending on the volunteer's role.

#### **5. Expenses**

Expenses are paid as outlined in each volunteer agreement. This may include reasonable travel and meal costs, accommodation, and international travel, and in some cases a stipend.

#### **6. Status of volunteers**

Volunteers are not employees. Whilst we hope volunteers will remain engaged with us for a reasonable amount of time, there is no obligation on the volunteer to undertake volunteering with WFSA and no obligation on WFSA to provide ongoing volunteering opportunities. However, volunteers are expected to honour the terms outlined in their agreements and to comply with agreed policies.

#### **7. Volunteering overseas**

All volunteers travelling overseas to conduct training and education will be provided with appropriate travel and medical insurance to cover the duration of their trip.

#### **8. References**

WFSA will normally seek two references prior to the volunteering commencing to assess a potential volunteer's suitability and experience required for the role.

#### **9. Compliance with WFSA Policies**

All volunteers will be expected to comply with a range of policies adopted by WFSA which will be made available for review prior to the signing of the Volunteer Agreement. These policies include, but are not limited to the following:

- Code of Conduct;
- Conflict of Interest Policy;
- Safeguarding Policy;
- Whistleblowing Policy;
- Diversity, Equity, and Inclusion Policy;
- Risk Management Policy;
- The Anti-Bribery Policy, the Anti-Fraud Policy and the Money Laundering Policy as set out in the Finance Policy and Procedure Manual.

All volunteers must respect and comply with the laws of the countries in which they are volunteering.

This policy will be reviewed on an annual basis and should be read in conjunction with the policies outlined above.