

Lopdell House Gallery

Mission Statement

To develop and foster the practice and appreciation of art in Waitakere City with an emphasis on contemporary New Zealand art in all its creative diversity.

Volunteer Policy

- 1 The Gallery welcomes public participation in its work and recruits volunteers¹ from the community regardless of gender, age, ethnic origin, nationality, religious/political belief or disability.
- 2 The relationship between volunteers and the Gallery does not create a legally binding contract, and the Gallery accepts the volunteers on the understanding that their services are received at its sole discretion, and that any volunteer's relationship with the Gallery may be terminated by either side at any time for whatever reason.
- 3 Volunteers are not a substitute for employees and the Gallery does not recruit volunteers to displace them. A volunteer accepting full or part time employment in the Gallery shall not be expected to continue his/her voluntary work. The Gallery accepts the services of its own staff as volunteers only if the voluntary tasks are offered without coercion, involve assignments entirely outside the scope of the normal employment duties of the staff concerned and are provided outside their usual working hours.
- 4 Volunteers are supervised by Gallery staff, and do not have the authority to represent the Gallery, make contracts for the Gallery or make any other commitment on its behalf. Letters and other communications written by volunteers must be authorised by a member of the Gallery's permanent staff of appropriate seniority and authority.
- 5 Volunteers aged less than 18 years must have the prior written consent of their parents or guardians.
- 6 The Gallery asks that volunteers be willing to:
 - help the Gallery achieve its aim and objectives and share its universal vision;
 - submit to any health screening or physical assessments necessary to assess their suitability to undertake particular activities;
 - submit to criminal record checks (and additional checks if tasks involving children or other vulnerable visitor groups are to be undertaken);
 - attend any support, training or supervision sessions useful for the tasks to be undertaken, their personal development or to meet health and safety requirements;
 - work as team members with other volunteers and staff under the overall control of a designated task manager;
 - tell their task manager if they believe the performance of any task may be a problem to themselves or others;

¹ A volunteer is anyone who without compensation or expectation of compensation (other than reimbursement of expenses) performs a task at the direction of and on behalf of the Museum.

- carry out agreed tasks and commit the time and the energy required;
 - dress appropriately for the conditions and performance of assigned tasks;
 - be courteous and helpful to Gallery visitors;
 - maintain the confidentiality of all proprietary or privileged information of the Gallery to which they are exposed while carrying out assignments²;
 - uphold the name of Lopdell House Gallery; and
 - accept a probationary period and, where possible, a set term of duration subject to notice of intention to stop volunteering.
- 7 In return, volunteers may expect from the Gallery:
- appropriate and safe working conditions with the right supervision, training and tools for the tasks assigned;
 - tasks that match the needs of the Gallery with the skills, knowledge, experience, age and interests of the volunteers;
 - personal development through training and guidance;
 - reimbursement of authorised expenses incurred in carrying out assigned tasks for the Gallery;
 - one to one meetings with their task managers to discuss/review their assignments after an agreed probationary period (and periodically thereafter);
 - involvement and participation in the work of the Gallery and recognition for assignments undertaken;
 - the equal opportunity to undertake meaningful and enjoyable assignments of real value to the Gallery and its visitors within clear and appropriate programmes of activities.
- 8 The Gallery will indemnify volunteers and hold them free from liability for civil liability to any person as the result of personal injury loss or damage arising from the execution or purported execution of tasks assigned to them on any Gallery premises. This indemnity will not apply where a volunteer acts recklessly or in bad faith.
- 9 This Policy shall be reviewed not less than once every five years.

Adopted by Lopdell House Gallery on 13 July 2007

² Volunteers will be requested to sign an appropriate undertaking before commencing voluntary activities.