

Volunteering Policy

The Institution of Lighting Professionals is a charity which exists to unite the skills of engineering, design and technology in order to deliver quality lighting for the built environment and achieve public benefit.

In setting and establishing standards for good practice, the Institution seeks to ensure that its members attain and develop the professional knowledge, education and skills to meet necessary competencies, and to enhance their careers.

This volunteer policy sets out the principles and practice for involving volunteers within the Institution and is relevant to all our staff and volunteers.

Our commitment

We recognise volunteers as an integral part of the Institution. Their contribution supports our objectives and vision, and complements the work of paid staff. We encourage and value volunteers to ensure that their efforts benefit the Institution, its members, and the volunteers themselves.

We will make sure that paid staff understand the roles of volunteers and encourage good working relationships between paid staff and volunteers. We will not use volunteers to replace paid staff.

We are committed to offering a flexible range of opportunities and to encouraging a diversity of people to volunteer with us, in accordance with our Equality, Diversity and Inclusion Policy.

We recognise our responsibility to organise volunteering effectively so that the valuable gift of the volunteer's time is used to the benefit of all involved.

What is a volunteer?

A volunteer is someone who undertakes activity on behalf of the Institution, unpaid and of their own free choice, to provide benefit to the lighting community and/or the wider world.

Volunteers may be involved on either a long term or one-off basis, in a local or national role. This could include:

- In delivering our services (e.g. being a Vice President, or on an LDC committee)
- As a trustee on Executive Board
- In community engagement to spread our message (e.g. at an exhibition or careers fair)

- In one off events and projects (e.g. being part of the Illuminated River project)



Volunteers are valued for:

- Bringing additional skills and perspectives to the Institution
- Enabling us to be more responsive and flexible in our approach
- Championing our cause within the wider community

Roles and responsibilities

The CEO has overall responsibility for the development and co-ordination of voluntary activity within the Institution and the wellbeing of volunteers.

A number of staff have responsibility for providing guidance and support to Vice Presidents and this is explained in the relevant job descriptions.

The Engagement and Communications Manager has responsibility for providing guidance and support for LDC and YLP volunteers.

The volunteer role is based on trust and mutual understanding. There is no enforceable obligation, contractual or otherwise, for the volunteer to attend or undertake particular tasks, or for the Institution to provide continuing opportunities for voluntary involvement, provision of training or benefits. However, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the Institution expects of volunteers and what volunteers expect of the Institution.

The Institution expects volunteers:

- To be reliable and honest
- To uphold the Institution's values and comply with its policies
- To make the most of opportunities provided, particularly for CPD
- To contribute positively to the ILP's aims and not bring it into disrepute
- To carry out tasks within agreed guidelines
- To keep their ILP membership up to date if applicable

Volunteers can expect:

- To have clear information about what the Institution does and does not expect of them
- To receive adequate support and training
- To be insured and to volunteer in a safe environment
- To be treated with respect and in a non-discriminatory manner
- To be informed of expenses procedures
- To have opportunities for personal development
- To be recognised and appreciated
- To be able to say 'no' to anything they consider unrealistic or unreasonable or a conflict of interest
- To know what to do if something goes wrong



Recruitment and selection

Volunteering vacancies are announced via email, the ILP website, and social media. Information is made available to those interested in volunteering, including role descriptions which explain the purpose and nature of the volunteering role. A risk assessment is carried out on all volunteer roles.

The recruitment process for volunteering roles is carried out in accordance with the Institution's Equality, Diversity and Inclusion Policy.

Membership status

In most cases, volunteers are expected to be or become members of the Institution, to do their utmost to keep their CPD up to date, and ensure they are at the membership grade which reflects their experience, qualifications and abilities. Certain volunteering tasks do not require the individual to be an ILP member; for example, an expert in a related field writing an article for the Lighting Journal. Sometimes a one-off volunteering task will provide an individual's first contact with the Institution and become a way of deciding to join the ILP; for example, helping at an event. The Institution makes it clear throughout the recruitment process if the volunteer should already be an ILP member.

Induction, training and support

Volunteers are offered induction and training appropriate to the specific tasks to be undertaken. Details of support are discussed during the recruitment and induction processes. Many roles involve peer support provided via a committee structure. Volunteers who sit on a committee are given a copy of that group's Terms of Reference. Arrangements vary depending on the role and individual involved and may include telephone/email support and group or individual meetings.

Recognition

Volunteers are given the opportunity and means to share their views and opinions with the Institution's staff and other volunteers. Formal recognition of the contribution of volunteers is expressed through the Annual Report, website and social media.

Communications between the Institution's staff and volunteers

We recognise it can be a challenge to juggle work, volunteering and other commitments, and do not expect replies to email or other communications by return. To keep projects on track, we suggest that volunteers should respond within five working days. If this is not possible, volunteers should let staff know of their periods of unavailability, preferably in advance.



Insurance

Volunteers are covered by the Institution's public liability insurance. Any volunteer using a vehicle whilst volunteering should check with their insurer regarding their policy. Most vehicle insurers cover volunteering activity for no extra charge provided this is cleared in advance.

Expenses

The majority of our volunteers have their expenses met by their employer in recognition of the fact that volunteering helps them develop professionally, and that the Institution is a charity which relies on industry support. If a volunteer does not have an employer prepared to meet their expenses, we are able to pay certain expenses. This should be agreed in advance between the volunteer and whichever staff member or committee chair is most appropriate and should comply with the Institution's policies on Expenses and Sustainability.

Dealing with problems

We aim to treat all volunteers fairly, objectively and consistently. We seek to ensure that volunteers' views are heard, noted and acted upon promptly. We will attempt to deal with any problems informally and at the earliest opportunity. All volunteers can turn to the CEO in the case of any difficulty. Where informal resolution is not possible, the Institution's Code of Professional Conduct will be adhered to.

Conflict of interest

A conflict of interest is any situation in which a volunteer's personal interests or loyalties could, or could be seen to, prevent the volunteer from making a decision purely in the best interests of the Institution. Volunteers are expected to act at all times in the best interests of the Institution and not for personal or third-party gain. Volunteers will not use their role within the Institution to promote their own, or any other, business or employer. When encountering potential conflict of interest, volunteers should identify the conflict and report it to the CEO.

Policies relevant to volunteers

- Health and Safety
- Data Protection
- Sustainability
- Equality, Diversity and Inclusion
- Social Media
- Competition
- Expenses

Policy approved by ILP Executive Board on 16 May 2019.