



Volunteer Charter

More information about volunteering for Wendover News can be found online at <https://wendovernews.co.uk/get-involved/>.

Wendover News is run and managed by volunteers and governed by a small number of trustees (called Directors) on behalf of the community. There is nobody else 'in charge' to tell Wendover News what to do.

However, the organisation has responsibilities and rules to follow in order to deserve the trust of the people of Wendover and the surrounding areas.

Our status as a Community Interest Company (CIC), means that the community can be reassured that the company follows the law, reports on financial matters and presents unbiased coverage particularly of political matters. Our accreditation with IMPRESS commits us to honesty in our relationship with readers; truthfulness, impartiality and accuracy in everything we publish – both in print and online.

Everything else about the company and how it is run, is decided by the volunteers, with the support and supervision of the Directors. This charter is one of the foundations of that principle and is owned by everybody in the team, equally.

	Your rights as a volunteer	Your responsibilities as a volunteer
1	To be involved at your own level, in respect of the amount of time you can put in, fitting in with other personal commitments.	<p>Be clear about the amount of time and the dates that you will be available – giving as much notice as possible about planned ‘time out’.</p> <p>Don’t pressure other volunteers to help during times that they have chosen not to participate. Allow them to say ‘No’ without feeling bad doing so. Encourage other volunteers to be open about the time they can afford to donate.</p> <p>Encourage other volunteers to slow down when you see them committing more time or effort than is good for their health.</p> <p>Be generous with your thanks and compliments to people who have put in a lot of effort.</p>
2	To maintain absolute control of your possessions and technology (smartphones, computer, social media accounts, vehicles etc) and the extent that you make them available for Wendover News.	<p>Don’t make assumptions about the use of other volunteers’ possessions, technology or resources and their availability unless they have agreed in advance.</p> <p>Have respect for other peoples’ property and don’t interfere with the possessions of others, especially if they are not comfortable with you doing so.</p>
3	To be respected, regardless of your age, sex, race, colour, religion, educational level, disabilities, experience, skills ... other...	<p>Afford respect to everybody you encounter in your role as a volunteer with Wendover News. Treat them as you would like to be treated yourself.</p> <p>Some people are volunteers because they want to see Wendover News continue as a resource for the community. Others may be involved for much deeper personal reasons, which are not immediately obvious. Try to understand their story if they are comfortable sharing it.</p> <p>Respect their contribution to the team, however small or transitory.</p>

4	To be heard.	<p>Respect other volunteers' opinions, even if you don't agree with them. Use differences of opinion to increase your understanding.</p> <p>Seek out the truth. Let go of misunderstanding.</p> <p>Resolve conflict, rather than seeking to win.</p>
5	To be involved in decision-making, whenever possible and practical.	<p>Respond quickly and thoughtfully when asked for an opinion.</p> <p>Ask for information if you don't understand what the decision is about.</p> <p>Be prepared to enter discussions if you hold strong views, or else encourage others to take the initiative.</p>
6	The right to use your role as a volunteer to develop yourself professionally, personally and as a member of the community.	<p>Make it known to others that you can help them learn, grow and acquire skills.</p> <p>Let people learn for themselves and be ready for them to recover if they fall over.</p>
7	To be trusted, the default position.	<p>Wendover News operates to the highest ethical standards and upholds the law. Volunteers adhere to these principles and set a good example to others.</p>
8	To make mistakes.	<p>Everybody in the Wendover News team aspires to achieve the highest standards. Sometimes mistakes will be made. Be kind and gentle to the people who make them – then look for ways to prevent the same mistakes in future.</p> <p>Sincere forgiveness is a good start in overcoming any mistakes</p>
9	To feel part of the team, be welcomed and be useful.	<p>Go out of your way to welcome and encourage others to feel useful and part of the team.</p> <p>Be kind and helpful.</p>
10	To be trained and instructed to fulfil the demands of the role.	<p>Whenever possible, participate in training and development of new volunteers.</p> <p>Try to avoid making yourself or any other volunteer irreplaceable. By training other people to do your tasks, time out will be more relaxed and worry free.</p>