

# Glasgow's Volunteering Charter



## Signatory's Action Plan

### Charter Pledges

1. Create and expand appropriate opportunities for volunteering within their organisation  
- and/or
2. Ensure your opportunities are accessible to all sections of the community, and that your volunteering workforce reflects the demographics of the city

Nominated Pledge(s) Tick appropriate box(es)		Charter Pledge # 1			Charter Pledge # 2	
Step No.	1 Indicators What needs to be done?	2 Contributor Who is responsible for completing this step?	3 Deadline When should step be completed?	4 Required Resources What is needed to complete this step?	5 Potential Challenges What might get in the way of completion? What can you do?	6 Achievement Was this step completed successfully?
1	<u>Example</u> Pledge #1 • Learn about vol. management and develop new vol. opps	<u>Example</u> Volunteer Manager	<u>Example</u> Insert date as agreed and appropriate	<u>Example</u> Attend Charter workshops (Action Learning Sets)	<u>Example</u> Staff lack commitment – • Work with staff and vols on Pledge outcome see <u>Step 2</u>	<u>Example</u> Yes, action in place to embed procedures and structure
2	• Staff training re: working alongside vols.	• Brief set by Volunteer Manager & Strategic Officer		Recruit facilitator		Yes, staff now fully engaged

3	Pledge #2 Ensure workforce reflects the city's demographics	Strategic officer	Insert date as agreed and appropriate	<ul style="list-style-type: none"> <li>• Survey of volunteers</li> <li>• Review data</li> <li>• Recruitment campaign</li> </ul>	<ul style="list-style-type: none"> <li>• Staff have no data or time to collect data</li> <li>• Develop simple equalities questionnaire</li> <li>• Staff equalities awareness training</li> </ul>	No, but assistance sought to develop programme for staff training See Step 4
4	Seek resources to develop staff training for equalities awareness.					

Thank you for completing your Action Plan.

Please now email the form to Volunteer Glasgow <<insert email address>> and you will be contacted to discuss and confirm details below. You will also be provided with the Charter Mark logo and details of use.

This part to be completed by Volunteer Glasgow

Action Plan agreed by <<insert VG Team member>> and <<insert Signatory>> on <<insert date>>

Review date <<e.g. 6 months/year>>

Evidence required <<e.g. copies of new opportunities; new role description; staff awareness training; equalities questionnaire>>