

YEE is an organisation which gives to its volunteers the opportunity to be involved in all areas of its work. YEE promotes volunteering as one of the methods of non-formal education. This policy defines principles of volunteers' involvement within YEE.

Volunteer

A volunteer is a person who

- voluntarily contributes to the work of YEE on international, national, regional or local level
- is involved within YEE on a short term or long term basis
- has agreed with a representative of YEE on their concrete involvement

YEE volunteers are aware of the Statutes, Rules of Procedure and Guidelines as well as general principles of YEE and act accordingly to them. Volunteers give their time, energy and competencies to YEE, not making any direct financial profit on YEE.

Coordination and support

YEE creates opportunities for volunteers to take an active part in YEE work in the long-term perspective. YEE helps their volunteers to understand, live and promote its values. YEE provides appropriate conditions and support to the initiatives of the volunteers once they fit to the strategic objectives and/or approved working plan of YEE.

YEE regularly informs its members about possible ways of volunteer involvement. YEE makes sure the volunteers understand the tasks given to them and know all the responsibilities related with the tasks before they accept them.

Possibilities of involvement **Member Organisation delegates**

can get involved in

The Projects

- as participants

The Annual Meeting

- as accredited representative of their organisation

The Pool of Representatives

- as a YEE representative in external events, (preferably in their country in order to minimize the environmental impact)

The Project teams

- as Project Leader or person in charge
- as person responsible for searching for co-funding possibilities
- as person responsible for the communication with trainers
- as person responsible for the communication with partners, for writing and disseminating the call for participation and for collecting the partnership agreements and all necessary information regarding participants
- as person responsible for logistics, mainly accommodation and food, ideally from the hosting organisation

and can be elected to

The Executive Board

- as Chairperson
- as Vice-Chairperson
- as Treasurer
- as Project Officer
- as Member Organisation Officer
- as Publication and Promotion Officer
- as External Relations Officer

Local volunteers,

defined as persons living close to or in Prague where the YEE office is situated, shall primarily get involved in

The Office

- as assistants helping with specific tasks assigned to or chosen by them and

Local Activities

- as assistants or organizers of local events in Prague

but can also get involved in

The Projects

- as participants

The Pool of Representatives

- as a YEE representative in external events, (preferably in Czech Republic in order to minimize the environmental impact)

The Project teams

- as Project Leader or person in charge

- as person responsible for searching for co-funding possibilities
- as person responsible for the communication with trainers
- as person responsible for the communication with partners, for writing and disseminating the call for participation and for collecting the partnership agreements and all necessary information regarding participants
- as person responsible for logistics, mainly accommodation and food, ideally from the hosting organisation

Responsibilities of all volunteers

- consider and inform their team about availability and unavailability in advance
- inform about their work
- comply with the internal deadlines agreed on
- advise and ask for help as soon as it is predictable that for some reason the task, etc. cannot be completed, so that another person can substitute
- give an explanation or excuse in case of non-compliance with deadlines and agreements

Rights of all volunteers

The volunteers have a right to

- choose in what way they want to support YEE, so their involvement fits their interests
- get covered their travel costs and any other relevant costs occurring with their volunteering according to the applicable rules, unless they donate it to YEE
- ask a person responsible in YEE for support needed to perform their tasks in the best way possible
- stop their voluntary involvement in YEE (preferably in a planned and smooth way ☺)
- receive an official confirmation of their voluntary involvement issued by the Secretary General including a detailed description of the tasks completed during that time