

# Terms of Reference - WAGGGS Volunteer Resource Pool & Network

## OUR SHARED PURPOSE AND GOAL:

WAGGGS is a volunteer led and run organisation, we recognise the crucial contribution they make to the achievement of our vision, mission and goals. The WAGGGS Volunteer Resource pool aims at enhancing WAGGGS capacity to work toward our mission and vision. The Pool is composed of highly diverse people that are interested in volunteering for WAGGGS. Members of the pool come from all over the world, are usually members of WAGGGS Member Organisations but not necessarily, can be all gender, and cultural background, origin, sexual orientation, religion and belief. The pool is organised in the form of the WAGGGS Volunteer Network, a hub for sharing volunteering opportunities and for building international friendship.

## PURPOSE OF THE VOLUNTEER RESOURCE POOL AND NETWORK

To properly manage our volunteering opportunities and provide a consistent, high quality, experience to all of our volunteers, we ask that you become a part of the Volunteer Resource Pool<sup>1</sup> and join the 'WAGGGS Volunteer Network'.

The Volunteers Network is:

1. A network to facilitate sharing good practice and ideas
2. A learning community, a source of personal learning and development opportunities for WAGGGS volunteers
3. A platform where volunteering opportunities - varying in scope, topic and duration - are advertised. Some will require specific expertise; others are open to all.

## Volunteering opportunities may include (but are not limited to):

- Providing an advisory service to an association to support them with a specific priority
- Joining a team to facilitate an upcoming WAGGGS, national or regional workshop or other WAGGGS international experience.
- Contributing to a new girl programme resource or capacity building tool.
- Translating and interpreting/or adapting WAGGGS' work for different contexts.
- Supporting a national, regional or cross-regional project.
- Mentoring and supporting other volunteers.
- Graphic designing documents

The purpose of all roles is to contribute to delivering WAGGGS strategic and operational plans, as voted at World Conference, strategically led by the World board, overseen by WAGGGS CEO and inspired by our mission and vision. Accepting membership of the pool does not create an expectation of you to accept any role proposed to you - all roles are proposed and matched on a voluntary basis, and you can stop volunteering at any time. We endeavour to provide all volunteers with their Right to Information before joining the Pool.

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<sup>1</sup> The pool is the group of people interested in volunteering for WAGGGS and ready to engage in volunteering activities, they are organised in a network.

## OUR MEMBERSHIP

Includes:

<b>members of WAGGGS Member Organisation</b>	Requires the recommendation of the Member Organisation (MO) or Component Association (CA) and they are not delegates of their MO/CA when volunteering for WAGGGS.
<b>Non-WAGGGS members</b>	Joining as external experts and cannot represent any MO/CA.
<b>Past members of WAGGGS members e.g. individuals who are no longer members of a MO/CA.</b>	Joining as external experts with the agreement of their previous MO / CA and cannot represent any MO/CA.

The membership is for a six-year period, starting from the date a volunteer signs their recommendation form. It can be renewed upon agreement by all parties. Members of the network **do not** represent their Member Organisation in their activities on the network nor during any volunteering opportunity and external events.

**Membership of a specific project team or the Volunteer Resource Pool can be cancelled at any time, upon written notification from either the volunteer, the MO/CA or WAGGGS.**

## OUR COLLECTIVE AND INDIVIDUAL RESPONSIBILITIES

Members of the network are expected to:

1. Act as positive ambassadors for the Girl Guide and Girl Scout Movement
  2. Understand and agree to abide by WAGGGS' policies and procedures at all times.
  3. Learn About the Girl Guide and Girl Scout Leadership model and consciously practice it
  4. Role models the [WAGGGS values](#), by being member-driven, brave, empowering, inclusive, transparent and professional, in our behaviours and the way we work together to achieve our shared goals – contributing towards the overarching WAGGGS vision and to deliver our mission.
- All members must complete the self-guided [volunteer resource pool induction](#) as well as any opportunity for specific development.
  - All members must sign the volunteer resource pool induction sign off sheet confirming they have understood their responsibilities, and upload it on their profile on the WAGGGS volunteers network platform.
  - All members taking part in opportunities are expected to meet with their line manager (lead volunteer/staff members) at agreed points to agree on actions, review progress and concur on next steps.

## How we will work together

**Remote working:** Members will be required to engage with the network and projects remotely and have access to the Internet. Members will need to register on the online platforms WAGGGS use to manage the pool and projects. Members must keep their profiles up to date. They are

encouraged to upload and edit group documents on WAGGGS' platforms. Wherever possible members should use WAGGGS' online platforms to communicate with other members. Some opportunities may need members to travel for a face-to-face meeting or event.

**Applying for volunteering opportunities in the pool:** All opportunities will be advertised on, and can be applied for only through, WAGGGS' online dedicated platforms. Members should read the criteria and application instructions before applying. Decisions on successful applicants sit with the recruiting staff/volunteers. Many members will be working on at least one opportunity, but members can also just be part of the pool's network and learning until an opportunity comes up. If members already involved in an opportunity want to apply for a new opportunity they should talk to their current staff/volunteer lead.

**Personal development:** All members are expected to be keen to develop, learn and reflect. Members might be provided with a personal development plan and the opportunity to work with a mentor. A personal development plan should be reviewed at the start, regular points during and at the end of an opportunity. Members are expected to also apply learning to the benefit of their MO/CA.

**Communication:** Members are expected to read, and where required respond to, communications sent out from their MO/CA or WAGGGS' relating to their pool involvement. Members are expected to keep their MO/CA updated on any volunteering opportunities undertaken through the pool. Where an opportunity entails international travel, WAGGGS will also inform the MO/CA directly. Members are expected to keep project teams updated on progress against actions/tasks agreed and to flag issues early on. Members are encouraged to network and share on WAGGGS' online forums.

**Compliance:** Members are expected to read and understand key WAGGGS policies during induction. They should also refresh their understanding when a policy is updated or a new policy launched. Members should respect confidentiality and protect personal data – including images. Members are expected to raise any concerns following the processes mentioned in WAGGGS policies, including (but not limited to): safeguarding; breach of code of conduct; cases of bullying and harassment, bribery or discrimination in any form.

**Engagement:** Members are expected to engage in opportunities they have applied for with their time, enthusiasm and creativity. Members should be open minded and willing to try new things. Wherever possible members should aim to deliver actions/tasks on time to help projects deliver on time. Personal circumstances can change and everyone is volunteering their time - members are encouraged to flag any issues affecting their ability to engage as early as possible.

**Team work:** Members are expected to work inclusively and flexibly in a highly diverse network. Members are expected to consciously practice WAGGGS' six Leadership Mindsets when working in teams. Team work should reflect WAGGGS' Values and Behaviours – and be based on mutual respect, inclusivity and working collaboratively towards shared goals.

**Ownership of resources:** All materials created through the activities of this pool are the property of the World Association of Girl Guides and Girl Scouts unless otherwise agreed.

**Leaving a project or the pool:** When a member leaves a project/pool, either earlier than expected or at the end of a project/pool membership period, they are expected to share hand over notes and all relevant resources with their line manager. We also encourage all volunteers to take part in an exit interview to help WAGGGS improve the volunteer experience.

### Support and resources available

- A variety of learning and development opportunities - including webinars and virtual networking - will be made available through WAGGGS' online platforms, and members are encouraged to take advantage of these. A progression system is in place for facilitators, to accredit them in WAGGGS' facilitation approach and leadership offer. Receiving WAGGGS accreditation has no connection to MO/CA trainer qualifications, however we would encourage MOs/CAs to consider it as experience.
- The opportunity to work with a mentor
- With prior agreement from a budget holder (usually staff lead) members can claim expenses.

### COMMITMENT AGREEMENT

Please read the following commitment agreement. By signing this document, you agree to the Terms of Reference and show that you understand the commitment being asked of you.

I am committed to actively taking part in the volunteer resource pool – networking, sharing and developing my own leadership skills. When I take part in pool opportunities, I am committed to giving my time to help achieve the opportunities goals. I will communicate and engage as needed to complete agreed actions, whilst volunteering in an inclusive and collaborative way. I agree to: understand and abide by WAGGGS' policies and procedures; consciously practice WAGGGS' leadership mindsets; act as a positive ambassador for our Movement; and role model the values and behaviours expected.

SIGNED:

PRINT NAME:

DATE:

### Review

These Terms of Reference were last updated in April 2021, and will be reviewed in April 2022.