

Kagyud Dechen Buddhism Volunteers Policy

Introduction

This policy explains Kagyu Dechen Buddhism's approach to managing volunteers to conduct its activities in a responsible and ethical fashion. In all cases, volunteers are expected to follow the high standards of ethical behavior taught in the Buddha's teachings.

Roles

There are a number of important roles in the organization:

- Directors - individuals with official legal roles and responsibilities defined by the Charity Commission and Companies House laws and regulations related to an incorporated charity.
- Coordinators - individuals appointed by the Directors with delegated responsibilities to coordinate all aspects of running the center and related activities.
- Instructors - individuals appointed by the Coordinators with delegated responsibilities to run classes regarding Buddhist ethics, meditation and philosophy.

The Secretary of the Board is responsible for maintaining a list of all volunteers serving in these roles.

In all cases, these positions are filled by volunteers on a part-time basis. Other volunteers help with various tasks under the direction and supervision of Directors, Coordinators and Instructors.

Responsibilities

The specific responsibilities of the above roles will be defined with each individual as appropriate. In order to support a culture of responsibility and ethical behavior the following Kagyu Dechen Buddhism policies will be shared with individuals at the time of their appointment or soon thereafter by the Secretary.

- Directors - all policies and the Kagyu Dechen Buddhism objectives
- Coordinators - all policies and the Kagyu Dechen Buddhism objectives
- Instructors - relevant policies, including Code of Conduct, Safeguards, Complaints and, Health and Safety Policies, and the Kagyu Dechen Buddhism objectives

At least once a year, individuals serving in any of these roles will be asked by the Secretary to confirm by email that they understand and comply with all relevant policies and requirements of Company and Charity laws and regulations.

Version History

Date	By	Change description
25/06//2017	Paul Haddon	Discussed with Board and updated original policy. Paul Haddon to clarify one point prior to approval.
01/08/2017	Paul Haddon	Added the need to read KDB objectives and shared with Directors for approval.

