

7. Leader Charter

7.1 Aims and Objectives of this policy

The aim of the Leader Charter is:

- To inform all leaders involved in the operation of KYW about their rights and responsibilities;
- To list the rights and responsibilities of the KYW as an organisation;
- To inform parties about aspects of volunteer leadership within the KYW.

7.1.1 KYW Statement to Volunteering

The Leader Charter outlines the values and principles which are fundamental to the KYW, Knockadoon Camp and the young people who volunteer as leaders. The KYW is committed to involving young people in the decision-making of the organisation and becoming active citizens in their community.

7.2 Benefits to Volunteering with the KYW

The opportunity to be a leader with the KYW can be a rewarding experience. It demonstrates confidence in the young person by the leader team and that they can complete the duties of a leader. There are a number of benefits in becoming a leader;

- **GET RESULTS** - Volunteering can make a real difference to the lives of the campers, leaders, Dominicans and the community. As a KYW leader, you will get immense satisfaction at seeing the results of your hard work.
- **MEET NEW FRIENDS** - Getting involved with the KYW will allow you to meet new people and make friends.
- **TAKE ON A CHALLENGE** - Getting involved in something new can be a real challenge. Volunteering with the KYW can help you achieve personal goals, develop new skills and show your talents.
- **ENJOYING YOURSELF** – KYW volunteers really enjoy what they do.
- **IMPROVE YOUR HEALTH** - Volunteering with the KYW exercises both the mind and the body.
- **DEVELOP YOUR SKILLS** – The KYW provides opportunities and training for young people to learn and practice the skills needed in different professional roles such as organising, planning, communicating etc.
- **CONFIDENCE** – The KYW promotes confidence and self-esteem in young people.
- **BE PART OF SOMETHING BIGGER** - Volunteering with the KYW allows you to play a part in your local community. It provides a safe environment for young people to learn about and how to deal with responsibility.

The KYW holds their volunteers to a high standard of leadership. The following are a list of things that do not demonstrate good leadership;

- Taking advantage of the responsibility you have been given;
- Conducting any action that contradicts the values of the KYW;
- Using the camp as a vehicle for your own personal gain;
- Diminishing the experience of the KYW for others;
- Reserving admission for a select group of people.
- Underestimating young people's capabilities and levels of interest in the KYW.

7.3 Rights and Responsibilities of KYW Leaders

Both the KYW and the leader have a duty to provide a safe and enjoyable environment for all participants of the camp to grow in the values of the KYW, as set out in its mission statement. Both the leaders and the KYW have rights and responsibilities:

7.3.1 Leader Rights

- To be given meaningful work to do;
- To know what is expected from them;
- To be offered appropriate training;
- To be thanked and to have their voluntary contribution recognized;
- To receive supervision and support;
- To enjoy their experience with the KYW;
- To know who to go to if there is a problem;
- To be reimbursed for out-of-pocket expenses incurred when volunteering;
- To make mistakes and learn from them;
- To be made aware of the structure, policies and procedures of the KYW;
- To be treated fairly;
- To appeal any decision made to the Senior Leader;
- To have safe working conditions, including insurance cover;
- To be given an opportunity to play an active part in the organisation as a whole.

7.3.2 Leader Responsibilities

- To respect the values and aims of the KYW;
- To abide by the rules and policies of the KYW;
- To be committed and punctual;
- To be reliable and give the organisation sufficient warning if unable to turn up;
- To keep up to date with KYW news and events and inform the KYW if you're having difficulty accessing this information;
- To communicate their availability when asked;
- To attend essential training and support sessions;
- To undertake the work to a high standard;
- To prioritise safety at all times;
- To be honest if there are problems;
- To respect confidentiality;
- To leave when no longer enjoying the volunteering experience or when unable to meet the required level of commitment.

7.3.3 KYW Rights

- To look for certain qualities and skills in leaders;
- To draw up a volunteer agreement;
- To require that tasks are done in a particular way;
- To ask commitment, reliability and punctuality;
- To expect communication when required from leaders;
- To expect leaders to give feedback on and input into KYW matters;
- To set a high standard of leadership for volunteers to abide by;
- To deal with disciplinary and grievance matters;

- To evaluate the performance of a leader.

7.3.4 KYW Responsibilities

- To define clear, meaningful roles for leaders;
- To have policies and procedures for leaders in relation to their role;
- To ensure all leaders have access to any information regarding the KYW;
- To provide training and support where necessary;
- To thank and value leaders;
- To provide insurance cover;
- To provide care for the leader group;
- To inform leaders of any legal liabilities;
- To supervise and monitor the activities of the leaders;
- To reimburse out-of-pocket expenses;
- To provide a safe working environment.