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# Information Sheet

## Voice Volunteer Network

### "Use Your Voice - Spreading the Word"

#### Every member of Voice has an important role to play in building our union

In our rapidly changing environment, our representatives are our eyes and ears, keeping us abreast of developments in their area and helping us to build a stronger and larger union by recruiting and retaining members and by organising members in the workplace to gain influence with both employers and government. The more members we have, the greater our influence as a union. Experience has shown that colleagues are more likely to join Voice if they are asked by a colleague and Voice members are in a perfect position to undertake this activity.

Our representatives help us to provide information and support to colleagues in their workplaces, in all education roles, across all sectors within the UK. However, for Voice to continue to grow, we need members to help us reach and recruit colleagues and also to encourage a new generation of representatives.

To make our volunteer roles less time-consuming and encourage member participation, within our Volunteer Ladder of Involvement, we have developed a variety of roles that you can undertake

depending on your interests. This ladder briefly outlines the roles of each stop on the ladder – the higher up the ladder, the greater the involvement.

It's up to you how involved you become.

#### Why should I become Involved?

Becoming an active member of Voice will not only improve your personal skills but it will help you to become more knowledgeable and confident at your workplace and in your personal life. When you have helped a colleague, it will also give you a sense of achievement. You can:

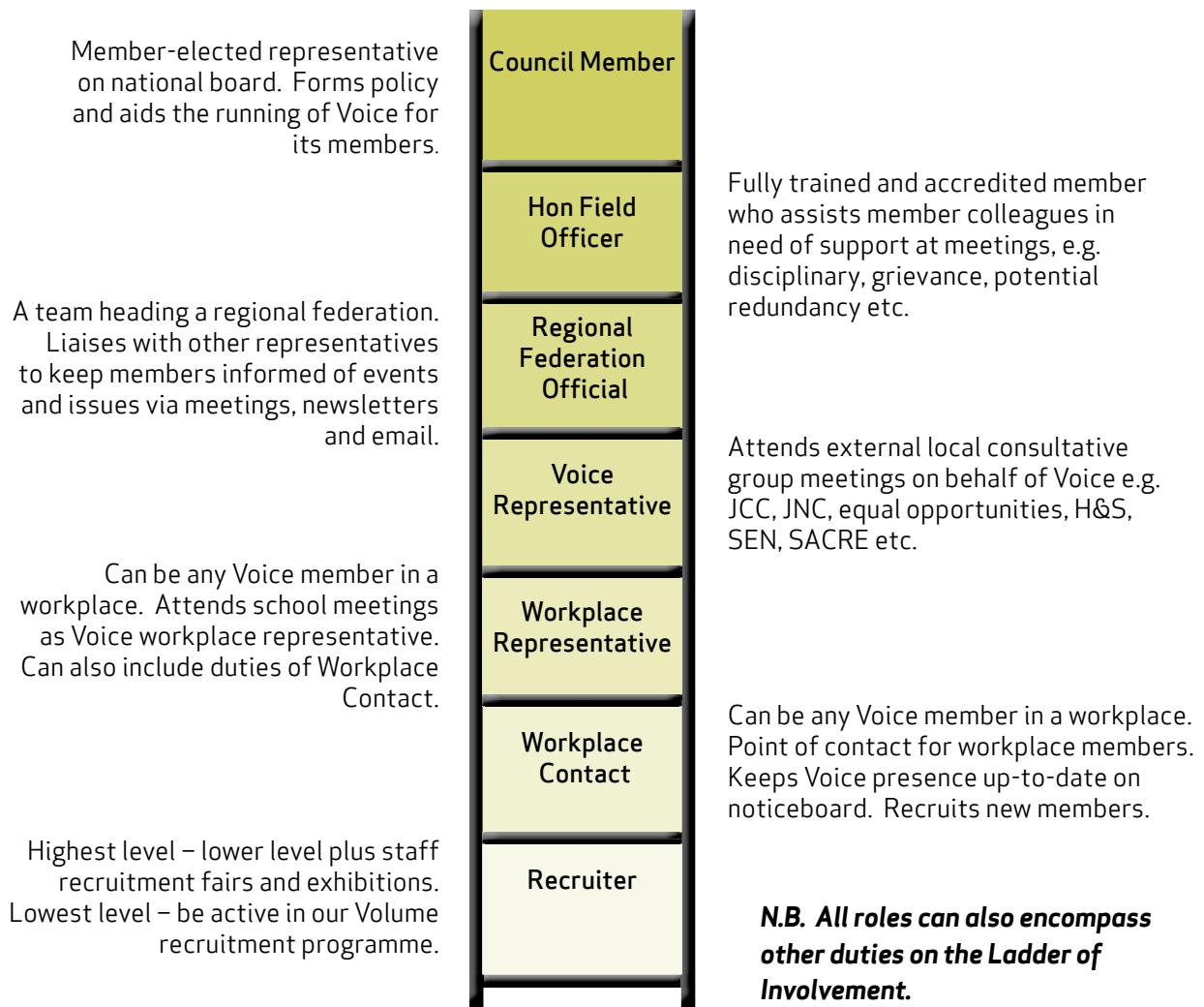
- > make a difference;
- > help to improve your working environment;
- > learn new skills through a variety of free training opportunities; and
- > ensure that your voice is heard.

#### Support

As a volunteer you will be able to work/liaise regularly with all members within the ladder. Initial queries should be directed to our headquarters in Derby or our Edinburgh office.

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Support and advice, together with appropriate training, depending on your chosen role, will be given either by your Regional Officer, personnel at head office or our office in Edinburgh.

### Expenses

Voice will pay any out-of-pocket expenses together with a mileage allowance if you use your vehicle on union business.

### Insurance

Volunteers are covered by Voice's Public Liability Insurance. Honorary Field Officers are also covered by Voice's Professional Indemnity Insurance. Further details can be obtained from the Accountant at the Derby office.

### Equality Policy Statement

Voice is committed to ensuring that equality is incorporated across all aspects of the volunteer network. In doing so it acknowledges and adopts the following:

- > Voice respects the rights, dignity and worth of every person and will treat everyone equally within the context of their role, regardless of

age, disability, gender, race, ethnicity, religion or belief, sexual orientation or social/economic status.

- > Voice is committed to all volunteers having the right to carry out their role in an environment free from threat of intimidation, harassment and abuse.
- > All volunteers have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

### Contacts:

- > **Voice Volunteer Co-ordinator**  
01332 372 337
- > **Edinburgh Office**  
0131 220 8241
- > **Regional Officers**  
For further information please see your Diary/handbook or the website ([www.voicetheunion.org.uk/volunteers](http://www.voicetheunion.org.uk/volunteers)).