



Volunteer Policy

DOCUMENT DETAIL	
Policy Name	Volunteer Policy
Version	Version 2
Approved by	LWC Committee 3.2.25
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Date of last review	February 2025
Date of next review	February 2028
Responsible Faculty	Finance Faculty
Responsible Lead	Finance Faculty Lead
Superseded documents	Volunteer Policy v1
Document summary	Outlines approach to LWC Finances

DOCUMENT HISTORY		
Version Number	Comments	Approved By
Version 1	New	LWC Committee
Version 2	Revised	LWC Committee 3.2.25

Introduction

This policy outlines the approach for volunteers working for Liverpool Welsh Choral. All volunteer members should promote LWC at every opportunity available, and be respectful of decisions made by the Executive Committee.

Volunteers should:

- be provided with job descriptions are for individual roles
- attend all meetings where possible, and actively participate
- act upon and progress any workstreams they have agreed to lead on, and report back progress to the faculty lead responsible
- claim any expenses whilst on LWC business (see template in Appendix 1)
- have a right to discuss choir matters
- be appreciated for the work they do

Procedures

All individual faculties to report back to the Executive Committee who will discuss and decide on a suitable outcome of any decisions made.

Expenses claims whilst on LWC business must be submitted on the reimbursement claim form (see Appendix 1) attaching the relevant receipt.

Expenses claims must be submitted within one month of being accrued and any exceptional costs for expenses need to be agreed in advance by the treasurer.

Responsibility

The overall responsibility for the implementation of this policy lies with the Executive Committee of LWC.

Review

This policy will be reviewed every three years unless the Executive Committee deem it necessary to review the policy sooner.

February 2025

David McCaffrey
Treasurer/Finance Faculty Lead

Appendix 1

Liverpool Welsh Choral Travel and Expense Claim Form



Name		Address (including postcode)	
Vehicle Model		Vehicle Make (NB the vehicle you are making a claim for)	
Engine Size		Petrol or Diesel?	

If claiming for vehicle mileage, I declare that:

(A) To the best of my knowledge and belief my car was roadworthy throughout this period covered by the claim

(B) My car is fully insured, taxed and has valid MOT

Date of Journey	Purpose of Journey	Full Details of Journey (including postcodes)	Mileage Driven (Car)	Other Travel		Other Expenses	
				Types: R=Rail T=Taxi	P=Parking TL=Tunnel B=Bus	Details	Amount claimed (attach receipt)
				£	Type		£
Example: 1/1/21	Deliver flyers	1 High Street, Wirral CH60 4HS to 2 High Street, L'Pool L60 4HS	10	£4 £2	P TL	Printing charges	£10

NB: Payment will be based on current HMRC reimbursement rates: Cars and Vans 45ppm, Motorcycles 24ppm, Bikes 20ppm

Signature of Claimant	Date	Claimants Bank Account Details			
		Bank Name	Account Name	Account Number	Account Sort Code

Expense Authorised by	Date	Date Paid