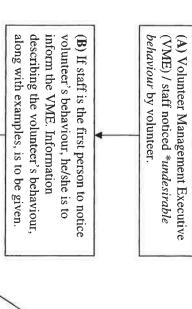


# FLOWCHART ON VOLUNTEER TERMINATION



undesirable and has serious repercussions, about volunteer's behaviour, and discuss decision to terminate volunteer should be further actions to be taken (followed by 'D'). Note: If volunteer's behaviour is very (C) VME to inform Programme Head

made (go to 'H').

- improvements. They are to find out too: meeting too. VME and staff are to give project, staff should be present for the works closely with the volunteer for a regular behaviour, along with suggestions for feedback to volunteer about his/her (D) VME is to meet with volunteer. If staff
- difficulties encountered Reasons for volunteer's behaviour. E.g.
- Clarify and remind volunteer about his/her duties, roles and boundaries

## (H) Decision to Terminate Volunteer

(I) Decision for Volunteer to Continue Service

- the service contributed. Give volunteer a letter that thank him/her for
- Letter should formally state that the person is commencement date made explicit. no longer a volunteer with AWWA, with the

### Deploy volunteer to help out at other AWWA's programmes. Information on the Deploy volunteer to other volunteering volunteer's background and volunteering opportunities, where there can be a better 'fit' other programmes history should be made known to VMEs from

### (F) Volunteer Shows Improvement

closed be given to the volunteer. 'Case' can then be Feedback about volunteer's improvement should

### VME and staff are to discuss with Programme Head about actions to be taken, before meeting the volunteer (G) Volunteer Shows Deterioration

### \*Examples of Undesirable Behaviours

Consistently late

gather regular feedback from staff that works with

(E) VME to monitor volunteer's behaviour and

the volunteer.

- Abuse of position as a volunteer
- Neglect of duties
- Borrowing of money from client
- Conflicts with staff
- Complaints received from clients/staff