



Cormonachan Woodlands Association Volunteer Policy

1. Introduction to the Organisation

The Cormonachan Woodlands Association [CWA], a not-for-profit organisation, has a Memorandum of Understanding agreed with Forestry Commission Scotland to manage 58.9 hectares of an Ancient Semi Natural Woodland called Cormonachan Woodlands on the west side of Loch Goil in the Argyll Forest Park by Carrick Castle.

2. Vision and Mission

The objectives of the CWA shall be:

1. to conserve the natural heritage of the Cormonachan Woodlands and their flora and fauna.
2. to advise on the management of the woodlands in a sustainable manner and promote biodiversity.
3. to encourage the community to enjoy the woodlands as a resource for recreational, educational and health activities, improve access and promote responsible use.

3. Volunteer Roles

i. Volunteer Management Committee

The Association shall be managed by a Volunteer Committee with a minimum of 4 members and a maximum of 6 who shall be elected at the Annual General Meeting. Members of the Committee may serve for 3 years and be re-elected for a second period of 3 years. Any member who has served for 6 consecutive years must stand down for a period of 1 year after which the member will be eligible to stand again for election.

ii. Volunteer Woodland Management Days

Members and non members will be provided with the opportunity to undertake practical work in the woodlands. Tasks will support the outcomes of the Woodlands Management Plan and Annual Work Programme.

4. Matching the right Volunteers to the right Roles

Volunteer roles and tasks will be self selected by the individual who is volunteering, approved by the supervising volunteer if qualifications, training and experience meet the standard set out in the task summary. For example, any chainsaw or trimmer work must be carried out by someone holding the relevant certificate.

5. Positive Induction and Training

All volunteers will receive induction prior to undertaking woodlands volunteering activities. This will include referring to the risks and preventative measures identified in the risk assessments. Volunteers will be provided with training to undertake specialist activities such as chainsawing and use of a strimmer.

6. Health & Safety and Insurance

Risk assessments will be produced and kept on line and a hard copy in a folder in the CWA locker in Jan's Hideaway. All volunteers will receive induction based on these risk assessments. Insurance covers third party liability for committee and members with annual certificate displayed in Jan's Hideaway.

7. Expenses

Out of Pocket expenses for volunteers will only be paid under exceptional circumstances, these will be put to the committee for approval.

8. Saying Thank You

Volunteers will be thanked in person for undertaking activities on organised volunteer days by the supervising volunteer. They will also receive a "Thank You" e-mail from the CWA Secretary.

Volunteer hours will be recorded to be exchanged for woodland products or training courses.

9. Confidentiality

Personal and medical information will only be shared with those who need to know, i.e. the volunteer supervising the activity.

10. Photography and Social Media

Permission will be requested from individuals or their guardians before photographs are taken. This permission will include the use of the photographs on social media, including but not exclusively on the CWA website and Facebook pages.

11. Review

Reviews will be carried out on a regular basis with reports made to the committee.



Contact the Secretary, Cormonachan Woodlands Association,
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