

St Osyth Museum

Volunteer Policy and Procedures SOHS 6

This volunteer policy aims to:

Provide information on the aims of the museum.

Provide information on the structure of the Museum

Provide information about volunteering policies and procedures.

Provide information on volunteering roles in the museum

Aims of the Museum

The St Osyth Museum aims to provide a friendly and interesting environment to explore the history of St Osyth and its inhabitants and preserve relevant artefacts and documents for future generations.

Structure of the Museum

St Osyth Museum is operated by the St Osyth Historical Society which is a registered charity. The Society has set up a Museum Committee to be responsible for the day to day running of the Museum. The Museum is entirely run by volunteers.

The Museum is currently housed in a former Chapel in St Osyth Cemetery in Clay Lane St Osyth. It is anticipated that the Museum may move into temporary premises in St Osyth Priory and later onto permanent premises within the Priory.

The Museum is currently open at weekends during the school holidays and other selected weekends between Easter and October.

Museum Committee

Archivist	Nigel Jeskins	01255 823001
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Member	Judy Ward
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Member	Brian Tuley
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Member	Alan Williams
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Member	Martin Walsh
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Member	Joy Clinton
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Member	Wendy Jeskins
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Volunteering Definitions, Policies and Procedures

Definitions

A volunteer is someone who agrees to undertake tasks for St Osyth Museum without financial reward. The appointment of a volunteer at the St Osyth Museum is at the sole discretion of the Museum Committee of the St Osyth Historical Society.

There is no obligation for St Osyth Museum to offer a volunteer any task and there is no obligation for a volunteer to undertake any task.

Any reference to the Responsible Person refers to the Archivist or if not available any member of the Museum Committee who is present or contactable. (See list above.)

St Osyth Museum Volunteer Policies and Procedures

St Osyth Museum will provide all volunteers with written copies of all relevant policies and procedures. It is important that these are read and understood by volunteers. We ask you to sign a copy of this policy to confirm we have spoken to you and provided the documents.

At times you may be offered briefings on the following policies and procedures:

SOHS 6 St Osyth Museum Volunteer Policy (This Policy)

SOHS 4 St Osyth Museum Safeguarding Policy

SOHS 5 St Osyth Museum Equality and Diversity Policy

SOHS 1 St Osyth Museum Collection Policy

SOHS 2 St Osyth Museum Donation Conditions

SOHS 3 St Osyth Museum Donation Form

Copies of all these policies are available at the Museum

St Osyth Museum Volunteering Roles

We have many different roles available at the Museum and whenever possible we will always try to match the volunteers' skills or wishes an appropriate role. However this is not always possible.

The Museum has many voluntary roles including:

Opening or manning the Museum

Administration

Database Management

Display Creation / Updating

Artefact filing and storage

Photo / image archivist

Publicity

Preservation

Maintenance / Cleaning