

# **Mt Beauty and District Men's Shed.**

## **Welfare Officer Policy**

### **1.0 Welfare Officer Appointment.**

- 1.1 The Welfare Officer is appointed by the Committee.
- 1.2 The Welfare Officer is a member of the Committee.
- 1.3 The Welfare officer is appointed annually at the first Committee Meeting after the AGM.
- 1.4 The appointment is for one year.

### **2.0 Role of the Welfare Officer**

- 2.1 To oversee the general welfare of all members.
- 2.2 To oversee all welfare policies.
- 2.3 To keep and maintain the personal details (postal and email addresses, phone numbers and emergency contact person) of all members.
- 2.4 To keep the Assistant Welfare Officer briefed on all welfare issues.
- 2.5 Report to monthly Committee Meetings.

### **3.0 Welfare Policies**

- 3.1 Bereavement Response Policy.
- 3.2 Health & Safety Policy
- 3.3 Privacy Policy

## **Assistant Welfare Officer Policy.**

### **4.0 Assistant Welfare Officer Appointment.**

- 4.1 The Assistant Welfare Officer is appointed by the Committee
- 4.2 The Assistant Welfare Officer is a member of the Committee
- 4.3 The Assistant Welfare Officer is appointed annually at the first Committee meeting after the AGM.
- 4.4 The appointment is for one year

### **5.0 Role of the Assistant Welfare Officer**

- 5.1 To assist and support the Welfare Officer
- 5.2 To deputise in the absence of the Welfare Officer.

### **6.0 Revisions**

<b>Version</b>	<b>Author</b>	<b>Date Approved</b>
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