

Abstract

The aim of the present dissertation is volunteering for public administration agencies. It looks into the legal character of voluntary services for the public administration agencies as the issue hasn't been scrutinized yet by researchers. The legal basis of volunteering is the act of 2003 about public utility activities and volunteering, which defines a volunteer as a natural person who does a job willingly and without being paid within the law. The law also determines the organisations a volunteer can provide services for, one of these being public administration agencies, however, excluding their economic activity. In other words, a volunteer is a provider of actions related to provision of work for public institutions, excluding commercial entities.

The fundamental thesis of this dissertation assumes that the legal regulations concerning providing of volunteer services apply to volunteering for state administration bodies. Due to the legal status and specific character of public administration entities' operations, the services provided by a volunteer to public administration bodies require additional special regulations.

The issue of legal status of a volunteer working for public administration institutions has never been discussed separately. Volunteering in this particular sector seems to be of a specific kind and is connected with motivation of volunteers, the character of services provided by a volunteer for that institution and legal relations between both parties. This work attempts to show the need for additional regulations in that matter.

This work is divided into four chapters, including the introduction and the bibliography. In the first chapter „General characteristics of volunteering in Poland” the historical background and formal and legal issues based on applicable law in Poland are discussed. Different types of volunteering are presented taking into account criteria such as time and place. Last section shows the division of volunteering functions. Second chapter “Provider of volunteering services for public administration institutions” characterizes legal status of a volunteer – a person who provides services for public administration institutions. It focuses on the issue of appropriate qualifications that a volunteer needs to have to perform certain tasks. It also describes the scope of activities delegated to a volunteer by a public administration institution. Moreover, it discusses the specifications of the services provided and the aspect of responsibilities of a volunteer. Particular attention should be paid to

responsibilities connected with the status of volunteering activities. Next section of this chapter presents the issue of insurance of a volunteer and repayment of volunteer's expenses. Third chapter „ Public administration institutions as beneficiaries of volunteering services” describes public administration institutions as agencies which use services provided by volunteers. The rights and duties of the beneficiary of such activities and rules of cooperation between both parties have a very important place in this part. Last chapter “ Stages of cooperation between a volunteer and public administration institutions” begins the discussion on the recruitment procedures. I discuss selection criteria (age, full legal capacity, enjoying full civil rights, no criminal record, qualifications, moral and ethical requirements, impeccable character and good reputation) and verifying process which is the preliminary stage to the cooperation. In the section “Service contract between a beneficiary and a volunteer” regulations of such agreement as a deliberate and preliminary stage of such a contract are presented. The point of such agreement is to decide on the form and time of that agreement. Those points are also analyzed in this section. Due to the fact that volunteering is a specific form of work which is voluntary and disinterested, my work also discusses motivation of volunteers and efficient motivation tools. The main problem here is that it is impossible to use standard tools such as a salary or a bonus. Therefore appropriate coordination is crucial. In the last sections of this chapter I discuss termination of cooperation, settlement of disputes and issuing a certificate or a written opinion.