Example volunteer agreement

#### Volunteers are an essential and valued part of our organisation. We hope you enjoy volunteering with us.

This Agreement is between the organisation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Commencement date: |  | | | |
| Program or area: |  | | | |
| Position: |  | | | |
| Commitment: |  | hours per week for a period of |  | months |
| Assignment period: | From: To: | | | |
| Assignment review: |  | | | |
| Supervisor: |  | | | |

*This agreement tells you what you can expect from us, and what we expect from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.*

**The Organisation will:**

* Introduce you to how the organisation works and your role within it.
* Provide any training you need to undertake your role.
* Provide regular meetings with a main point of contact so that you can provide feedback and ask questions.
* Give you an opportunity to participate in relevant decision-making processes.
* Respect your skills, dignity, and individual wishes and to do our best to meet them.
* Reimburse you for authorised out-of-pocket expenses.
* Consult with you and keep you informed of possible changes within the organisation.
* Provide you with Volunteer Personal Accident Insurance
* Provide a safe and harmonious working environment.
* Provide an anonymous complaints mechanism, if required.

**As a Volunteer, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to:**

(print name)

* Abide by the Organisation Code of Conduct and other policies and procedures, including confidentiality and IT usage policies.
* Work reliably and in accordance with my Position Description.
* Advise my supervisor whenever I am unavailable or unable to carry out any specified duties.
* Follow rules and procedures, including work, health and safety and working with vulnerable people requirements.
* Undertake training or evaluation as required and discuss any variation of duties or the desire to move to other tasks with my supervisor.
* Observe confidentiality and privacy laws and not disclose any information, contracts, documents, resources or personal details to any third party whilst I am volunteering or at any time thereafter unless required to do so by law.

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer signature: |  | Date: |  |
| Supervisor signature: |  | Date: |  |

*Note: this Agreement is made in good faith only and is not intended to be a legally binding agreement.*