

Volunteer Agreement

I, wish to volunteer with the Group for the tasks detailed below. I shall consult withor before undertaking any major additional tasks. I agree our mutual responsibilities as set out below.

I accept there is no intention between us to create legal relations and that this document reflects the hopes and expectations of both of us, and does not create any contractual obligations. Further, I accept that in undertaking the tasks as a volunteer I am not an employee of the Group.

Task 1

Task 2

Task 3

Mutual Responsibilities

This form contains our mutual hopes and expectations to make sure that you are able to help in the work of the Group and that you feel that we have recognised and value your contribution. As a volunteer you are one of a key group of people playing a crucial role. We are very grateful for the contribution you have chosen to make.

Our responsibilities to you:

To agree tasks and roles.

To provide support, training and supervision.

To accept from you what you have to offer and to support you in saying 'no' when necessary. To encourage you to take on more challenging roles when they are available and you are ready to do so. To offer opportunities for change and personal development.

To ensure that you know who you are responsible to and who should provide you with support should you face any problems.

To ensure that you are fully reimbursed for all direct expenses incurred by you.

To provide a safe working environment for you.

To keep personal information relating to you confidential.

To ensure that you and all others working with and dealing with the Group are free from discrimination on grounds of race, colour, ethnic origin, nationality, political beliefs, religion, physical or mental disability, class, age, gender, sexual orientation, marital or parental status.

Your responsibilities to us:

To carry out agreed tasks, or to tell, at the earliest opportunity, those who manage you that you no longer can do so.

To attend support, training and supervision sessions which are appropriate to the task, where you can.

To raise any concerns at the earliest opportunity.

To encourage others to feel welcome and to work with other volunteers and staff as a team.

To keep any personal information relating to any client or donor, or any other information relating to the Group confidential.

Not to exceed any authority given to you.

To comply with the Health and Safety policy of the Group.

To comply with the Equal Opportunities policy of the Group.

To comply with the data protection policy of the Group.

Data protection

The Group holds and uses the data comprised in your volunteer file to enforce its rights and meet its obligations [and for the purposes specified in the Group's data protection policy as amended from time to time].

Intellectual property rights

The work you do is important to us and we value the rights that may exist in work which you do to the same extent as we value the rights created by employees. In some cases it may be vital that we own and can prove we own such rights. Accordingly, we ask you to complete, sign and return with this agreement a separate assignment of such rights.