

VOLUNTEER ASSIGNMENT AGREEMENT

Volunteers are an essential and valued part of the team at *(insert organisation name)*. This agreement tells you what you can expect from us, and what we can expect from you.

This Agreement is made between *(insert organisation name)* and *(insert volunteer name)*.

Commencement Date	<i>Commencement Date</i>
Program/Service	<i>Program/Service</i>
Position	<i>Position</i>
Commitment	<i>(insert number) hours per week for a period of (insert number) months</i>
Assignment Period	<i>From (insert date) to (insert date)</i>
Review Date	<i>Review Date</i>
Supervisor	<i>Supervisor</i>

(Insert organisation name) **will:**

- Introduce you to how the *(insert organisation name)* runs and your role within the organisation
- Provide you with a written position description so you understand your role and the tasks you are authorised to perform
- Provide you with a full induction and any other training necessary for your role
- Assign you a Volunteer Manager who will be available to answer questions and provide feedback
- Comply with our obligations under the Work, Health and Safety Act
- Protect your privacy and confidentiality
- Reimburse you for pre-approved out-of-pocket expenses
- Provide you with Volunteer Personal Accident Insurance whilst you are carrying out duties on behalf of the organisation and in accordance with your position description
- Give you an opportunity to participate in decision-making processes within the organisation
- Consult with you and keep you informed of any changes within the organisation
- Actively seek your feedback on how your role or other processes within the organisation could be improved
- Apply our complaints procedure should the need arise
- *(insert any other expectations a volunteer can have of your organisation)*

(Insert volunteer name) **will:**

- Abide by the *(insert organisation name)* code of conduct and other policies and procedures
- Work reliably in accordance with my position description
- Advise my manager if I am unavailable or unable to carry out any specified duties
- Comply with my obligations under the Work, Health and Safety Act
- Undertake training as required
- Discuss any variation of duties or the desire to move to other tasks with my manager
- Agree to return my volunteer parking permit upon completion of my volunteer work
- 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.
- *(insert any other expectations a volunteer can have of your organisation)*

Your manager will be *(insert manager name)*

Include details of your Volunteer Personal Accident Insurance. Be explicit about what the insurance covers and what it does not cover. Note any limits to the liability of the insurance, including those based on age. Note that insurance will only cover the volunteer when they are undertaking duties in accordance with their position description. Note the events that are unlikely to be covered by insurance.

Include a paragraph on privacy and confidentiality, noting that the volunteer is bound by legislation and policies and procedures.

Include a paragraph on intellectual property. Your organisation may wish to ask a volunteer to sign over their intellectual property rights. If you do not do this, then the volunteer retains the rights to any intellectual property they create for or on behalf of your organisation. See the Not-for-Profit National Volunteer Guide for more information on intellectual property.

Include a paragraph on consent to use photographs and images.

Include a declaration statement at the bottom of the Agreement that the volunteer signs to say they have read and understood the content. If being executed as a Deed the signature of both parties (volunteer and organisation) will need to be witnessed by a third party.

Volunteer's Signature: _____ **Date:** _____

Volunteer Manager's Signature: _____ **Date:** _____