Volunteer Agreement

for community environmental groups

Thank you for agreeing to be a volunteer with XYZ Community Group. Volunteers have an important part to play within Community Environmental Groups and this Volunteer Agreement has been developed to ensure that volunteers fully understand their rights and responsibilities.

This agreement is made between XYZ Community Group and insert name of volunteer

VOLUNTEER AGREEMENT

please tick to acknowledge you have read each of the statements:

- ○ I understand that the times when I volunteer for XYZ Community Group will be mutually agreed between myself and XYZ Community Group.
- ○ I understand that as a volunteer I will not receive a wage or salary.
- ○ I understand that, as a volunteer, I am a representative of XYZ Community Group and agree to uphold its principles and standards and agree to abide by QWaLC's policies at www.xyzcommunity.org.au.
- ○ If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter to Insert Name / Position and fill in an Incident Report.
- ○ I understand XYZ Community Group has Voluntary Workers Personal Accident Insurance for volunteers and that volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only.
- ○ I understand that no expenses will be reimbursed unless approved by XYZ Community Group.

VOLUNTEER RESPONSIBILITIES:

I. DUTIES

Volunteers play an important role in the community. For this reason, as a volunteer, you will be provided with the training and ongoing support needed to successfully undertake your voluntary placement.

II. CONFIDENTIALITY AND PRIVACY:

The activities you perform as a volunteer for XYZ Community Group may involve access to confidential information. You should not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. Also, you should not use information gained in the course of your volunteer placement to cause harm or detriment to the XYZ Community Group, any person or body.

III. COPYRIGHT/OWNERSHIP ISSUES

As a volunteer, you grant non-exclusive permission to XYZ Community

Group for use of any materials produced during the period of engagement as a volunteer to become the property of XYZ Community Group upon submission.

IV. Code of Conduct:

XYZ Community Group has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with XYZ Community Group, you are required to be aware of this Code and to observe its principles.

V. Work Health and Safety

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to co-operate with any health, safety or welfare requirements. This includes abiding by all WHS policies and procedures of XYZ Community Group.

As a XYZ Community Group volunteer, you commit to not do anything to compromise safety or the safety of others and you understand that there may be risks associated with providing particular voluntary services. It is a duty of volunteers to notify their Supervisor or Manager of a situation that is, or may be, a health or safety concern for themselves or others.

VI. Volunteers Using XYZ Community Group's Information Systems:

If, as a volunteer, you are granted access to XYZ Community Group's computer services you will be required to sign a Confidentiality Agreement for Information Systems.

Grievance Procedure

XYZ Community Group's Grievance Policy may be found at http://www.xyzcommunity.org.au
If you have a dispute or grievance relating to your voluntary placement with XYZ Community Group, you are encouraged to inform Insert Name / Position.

Volunteer Agreement

This agreement is made on the xxth of month 201..

I (insert name of volunteer) have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Volunteer's Name: (volunteer to print name here)

Volunteer's Signature: (insert volunteer signature)

SIGNED ON BEHALF OF XYZ COMMUNITY GROUP:
(print name of authorised XYZ Community Group signatory)

(signature of authorised XYZ Community Group representative)

Landcare in a Box: an initiative of the National Landcare Network resourced by Landcare NSW and funded originally by NSW DPI.

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of LASA or the user's independent advisor.