

Volunteer Agreement

We really value our volunteers and the work they do, and will do the best we can to make your volunteer experience with us enjoyable and rewarding. This Volunteer Agreement describes the arrangement between Handpost Community Library Association and you.

The organisation

We are a Charity and our purpose to provide a community library and arts resource to a wide range of users and groups. Your role as a volunteer is to help us to run the centre activities by carrying out the activities in the volunteer task list and starts on (insert date)

Induction and training

We will provide induction on the work of the library and arts centre, the people involved, your volunteering role and the training you need to meet the responsibilities of this role.

Supervision, support and flexibility

- We will explain the standards we would like to achieve and encourage and support all our volunteers to achieve and maintain them.
- We will provide a named person who can meet with you to discuss your volunteering and any successes and problems.
- We will do our best to help you develop your volunteering role with us.

Expenses

We will repay out of pocket expenses including travel undertaken during your volunteering.

Health and safety

We will provide any relevant training and feedback in support of our health and safety policy.

Insurance

We will provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us

Equal opportunities

We will ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Problems

We will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us and in the event of an unresolved problem will meet to discuss the issues.

The volunteer

We expect you to:

- To help HCLA carry out its activities.
- To perform your volunteering role to the best of your ability;
- To follow the organisation's policies, procedures and standards.

Handpost Community Library Association

- To meet time commitments and to give reasonable notice if you are not able to attend so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a police check being carried out if necessary.

Signed _____ Volunteer Coordinator _____ Date _____
Print name _____

Signed _____ Volunteer _____ Date _____
Print Name _____

Please Note:

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.