Volunteer Agreement

This is an Agreement between:

Name of Volunteer:
(referred to in this document as 'the volunteer' or 'you') and Mansfield & District Potters (sometimes referred to in this document as 'we' or MAD Potters).

This Agreement is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

1.You are a volunteer

The role of …….. at MAD Potters is a volunteer role. This means you are not an employee of, or contractor to, MAD Potters and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of pre-approved expenses (see below at paragraph 9).

Neither MAD Potters nor you intend any employment or contractual relationship to be created (you are not an employee, independent contractor or consultant at MAD Potters). If this changes at any time, and there is a possibility that you might perform paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal contract.

2.What you can expect when volunteering with MAD Potters

MAD Potters values its volunteers and we will endeavour to provide you with:

- a written role description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and training relating to the volunteer role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a supervisor, so that you have the opportunity to ask questions and get feedback (see paragraph 4 below)
- reimbursement for any pre-approved expenses so you are not out-of-pocket as a result of volunteering for us (for further information see paragraph 9 below), and
- insurance to cover you for the volunteer duties you are authorised to perform (see paragraph 10 below).

3.What MAD Potters asks of its volunteers

We ask that you:

•support MAD Potters aims and objectives

•participate in all relevant induction and training sessions

•only perform duties you are authorised to perform and always operate under the direction and supervision of MAD PottersCommittee and obey reasonable directions and instructions

•understand and comply with the organisation's policies and procedures and Association Rules.

•notify your supervisor or another member of Committee of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to Committee, volunteers, or the workplace

•behave appropriately and courteously to all Committee, clients and the public in the course of your role

•use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role

•let us know if you wish to change the nature of your contribution (for example, hours, role) to MAD Potters at any time

•let us know immediately if there is anything, or anything arises, that makes you unsuitable or unable to legally or physically carry out your volunteer role (for example, your role requires you to drive and you lose your licence or you injure yourself)

•comply with the law at all times, and

•be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

4.Supervisor

Your supervisor at MAD Potters will be [……..]. If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact secretary@madpotters.org.au as soon as possible.

5.Role description and details

We ask that you only perform duties you are authorised to perform, always operate under the direction and supervision of MAD Potters Committee and obey reasonable directions and instructions. This is particularly important for health, safety and insurance reasons (see paragraph 6 below).

We have developed a role description [……] to help you understand your role and the tasks you are authorised to perform. If you are unsure whether a particular task or work is part of your role, or who you should receive directions and instructions from please don't hesitate to talk to your supervisor.

6.The health and safety of you and others

At MAD Potters volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. MAD Potters has safety obligations towards:

•you in your capacity as a volunteer at MAD Potters and

•the people that you interact with as a part of your volunteer role.

It is important to understand that you may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if you act outside of the volunteer role description, outside of the instructions given to you or you are affected by drugs or alcohol when you are volunteering.

It is therefore important that you only perform the tasks in your role description and that you follow the instructions of your supervisor and/or MAD Potters Committee.

Under the Child Safe Legislation and other laws, MAD Potters has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

• taking reasonable care for your own health and safety

• taking reasonable care for the health and safety of others

• complying with any reasonable instruction by MAD Potters

• letting MAD Potters know of any concerns you may have about safety or fitness in performing our role, and

• cooperating with any reasonable policies and procedures of [insert organisation's name].

We will provide you with a full induction, safety equipment and role training ie Studio Etiquette & Safety, when you commence as a …… (volunteer role] with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

7.Induction and training required before you start in the volunteer role

MAD Potters is committed to providing suitable training in support of the organisational policies relevant to your role as a volunteer. For this reason, it is our policy that all volunteers undertake induction and training at MAD Potters before starting their volunteer role. The Committee will confirm the details of the induction and training schedule with you.

8.Information we need before you can start in the volunteer role

Before you can start the volunteer role, we need the following information: Working With Children Check. All background check information will be conducted in accordance with our Compliance Policy and our Privacy Policy.

9.Volunteer expenses and other benefits

As a volunteer, MAD Potters will reimburse you for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer role with us. These payments are not remuneration or wages. You may need prior approval and will always need to produce receipts. We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of MAD Potters and is not payment in lieu of salary.

10.Insurance

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteering roles that have been approved and authorised by us. MAD Potters has the following insurances: Volunteer Workers Insurance.
To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to: report an incident as soon as it has occurred.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents), and
- dishonest or reckless activities (for example turning up intoxicated).

11.Confidential information

Volunteers are likely to be given access to MAD Potters confidential information as part of, or to assist them with, their role. Confidential information includes any information about MAD Potters its business, services and clients which has been designated by MAD Potters as confidential or which is, by its nature, confidential or proprietary to MAD Potters.

You are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of your duties as a volunteer of MAD Potters.

12.Intellectual Property

You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials you create relating to your provision of voluntary services at MAD Potters to MAD Potters. You consent to the use by MAD Potters of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

13.Consent to use photographs and images

You [agree/do not agree] that MAD Potters may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of MAD Potters and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms for the purposes of promoting volunteering.

Please sign to acknowledge that you have read this volunteer agreement and have had an opportunity to ask questions.

_____

Volunteer Full Name

_____

Volunteer Signature

Date: