

Appendix 1

Volunteer Agreement

This volunteer agreement describes the arrangement between Crewe Town Council and you. The Town Council wishes to assure you of our appreciation of you volunteering with us and will do the best we can to make your volunteer experience enjoyable and rewarding

Purpose of the Role:

Possible Tasks:

Part 1: The Organisation

What you can expect from Crewe Town Council (CTC):

Induction and Training

Crewe Town Council will provide you with:-

- An introduction to the project and your volunteering role within it
- Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
- A named contact who will supervise your volunteering and with whom you can discuss your work
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work
- Injury insurance for injuries incurred while you are fulfilling authorised volunteer work
- Reimbursement of any specific expenses incurred for Crewe Town Council which has been previously approved, with receipts where possible

Supervision, Support and Flexibility

- To explain what will be required and to encourage and support you in your volunteer work
- To provide a named person who will meet with you regularly to discuss your volunteering role, your successes and problems you may have
- To help develop your volunteering role with us

Health and Safety

- To provide adequate training in support of our health and safety policy

Complaints or Issues

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us. If you run into problems when performing your duties, you should discuss any complaint or problems with your volunteering coordinator in the first instance or the managing member of Crewe Town Council staff if the issue is with your coordinator

Part 2 The Volunteer

What Crewe Town Council expects from you:-

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with your needs. If, for any reason, you will not be attending a previously agreed volunteering session, Crewe Town Council would be grateful if you could let other volunteers and the volunteer coordinator know via telephone or email so that a substitute can be found or different arrangements can be made. If Crewe Town Council has no work for you, you will be informed as soon as possible

Crewe Town Council expects you:-

- To perform your volunteering role to the best of your ability
- To follow the organisations policies and procedures and standards including Health and Safety and Equality and Diversity
- To maintain the confidential information of the organisation and of its users as appropriate. In the course of your volunteering you may come across confidential information which you must respect this confidentiality and not disclose this information except where required to do so by law
- To be aware of the importance of safeguarding policies and procedures and to always discuss any safeguarding concerns with your volunteer coordinator or a member of Crewe Town Council staff
- To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible

Ideas

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your volunteer coordinator

Termination

Either you or the organisation can terminate this agreement with or without notice at any time

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us now or at any time in the future. It may be cancelled at any time at the discretion of either party

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| Name | Position |
| | |
| Signed: | Date: |
| Volunteer | |

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|---------------------------|-----------------|
| Name | Position |
| | |
| Signed: | Date: |
| Crewe Town Council | |