Volunteer Agreement

A logo for a company

Description automatically generated with low confidence

This Volunteer Agreement describes the arrangement between Northumberland Community Development Company and . We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

**The organisation**

Your role as a volunteer is and starts on . This volunteering role is designed to support the objectives of NCDC.

2. **Supervision, support and flexibility.**

1. To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
2. To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
3. To do our best to help you develop your volunteering role with us.

3. **Repay these expenses via the expenses form**.

Travel to and from home to various locations and during your work: see the expenses form for car mileage allowances. Any other expenses incurred by you, while you are performing tasks/duties for NCDC Volunteer Action.

4.**Health and safety**

To provide adequate training and feedback in support of our health and safety policy, a copy of which is available on line.

5. **Insurance**

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

6. **Equal opportunities**

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is on line.

A logo for a company

Description automatically generated with low confidence

7. **Problems**

To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out. E.g. Member of the board.

8 **The volunteer**

I agree:

To help NCDC fulfil its Social Objects.

To perform my volunteering role to the best of my ability.

To follow the organisation’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.

To maintain the confidential information of the organisation and of its clients.

To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible.

To provide the name of two referees as agreed who may be contacted, and to agree to a police check being carried out where necessary.

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 intend any employment relationship to be created either now or at any time in the future.

On behalf of NCDC John McGough Director

Signed

Date

Volunteer

Signed

Date

A logo for a company

Description automatically generated with low confidence