

# UCSA VOLUNTEER AGREEMENT

## As a volunteer I agree to:

- abide by and support the philosophy, policy, and guidelines of the organisation
- act in the best interests of the organisation
- maintain confidentiality
- abide by safety and risk management requirements
- carry out the tasks outlined in the Role Description
- attend on the agreed time and day or contact Megan Gadd, phone 027 550 2053, if I am not available
- participate in induction, meetings, and training (*e.g. minimum of ten hours per year required*)
- maintain a record of my volunteer hours by signing in and out for each shift
- raise any matters of concern with Megan Gadd, Volunteer Coordinator
- inform the organisation if something changes in my health status that might impact on my ability to carry out this role

## The UCSA agrees to:

- provide information about the organisation
- provide an induction, support, training and supervision
- provide a safe working environment
- provide opportunities for input into the organisational plan and evaluation
- reimburse for pre-approved expenses
- acknowledge and recognise the contribution of volunteers to the organisation