

Volunteer Agreement

Sunbury U3A volunteer agreement

All Volunteers, including Tutors and Facilitators, are requested to read, complete and submit this agreement.

Introduction

Sunbury U3A Inc. is operated entirely by members who volunteer their time, their knowledge and their skills. This is the foundation of everything that happens at Sunbury U3A. All tasks undertaken by our Volunteers are aimed at ensuring the efficient and purposeful activities of the organisation. The Agreement is underpinned by the Sunbury U3A Volunteer Policy.

Purpose

The purpose of this agreement is to support and protect the volunteers and the members and to ensure that legal requirements of the organisation are met.

As Sunbury U3A expands in response to members' needs it is imperative that all our Volunteers understand the scope of the role they undertake. This includes protecting the privacy and rights of members in relation to their personal information.

Sunbury U3A is committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.

Sunbury U3A volunteers are protected under Sunbury U3A Inc. VMIA insurance policy no; CSO-PL-2021.

This insurance covers you for any incidents that occur while you are volunteering with us. The insurance will not cover actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us including;

- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities

As a volunteer, Sunbury U3A will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

To ensure that Sunbury U3A Volunteers understand their role and how it fits in within all our activities, you are asked to familiarise yourself with the Volunteer policy and this agreement then complete the agreement as requested to indicate your acceptance.

YOUR RIGHTS AND RESPONSIBILITIES

Sunbury U3A wishes to provide an environment that is both safe and rewarding. The following list includes the **rights** to which we believe our Volunteers are entitled to:

- receive appropriate orientation and training required for your role
- receive ongoing support, training and updated information
- given the opportunity to develop and learn new skills
- receive fair treatment and to be respected for your contribution

- express opinions freely and be listened to
- accept roles without coercion and be free of exploitation
- work in a safe environment with adequate equipment
- be given a broad knowledge of Sunbury U3A's operations

Sunbury U3A regards its Volunteers as representing the organisation's ideals and principles. It has the right to expect trustworthy and reliable Volunteers who will respect the organisation and adhere to its policies and procedures.

Following is a list of the **responsibilities** we request that you accept :

- act in accordance with Sunbury U3A's ethos, purpose & principles and follow its policies and procedures
- complete the agreed tasks, working together with others to achieve the highest possible standards
- collaborate with others and as part of the team of Volunteers where appropriate and share your ideas and thoughts respectfully
- respect Sunbury U3A business matters as confidential
- represent Sunbury U3A with honesty and integrity
- undertake required training in a positive manner and be open to new learning opportunities
- be responsible for your own self-care needs
- only use members' personal details for Sunbury U3A administrative and communication purposes, as per the privacy policy and Volunteer Policy.
- Report any incidents of concern that occur to the Courses Coordinator.

Related Policies

- Bullying Policy for Members P03
- Privacy Policy for Members P01
- Code of Conduct Policy P02

Version Number	Volunteer Agreement V1.0
Endorsed by Policy & Dev. Sub-Committee	Date: 12 November 2021
Endorsed by Committee of Management	Date: 9 November 2021

Agreement Form

<input type="checkbox"/> I hereby agree to volunteer my time and nominated services to Sunbury U3A.
<input type="checkbox"/> I understand and accept the volunteer responsibilities listed.
<input type="checkbox"/> I acknowledge that I have been given access to the Sunbury U3A policies, in particular the Volunteer Policy and the Privacy Policy
<input type="checkbox"/> I agree to abide by the policies and procedures set by the Sunbury U3A Committee of Management
<input type="checkbox"/> I understand that the times when I volunteer for Sunbury U3A will be mutually agreed between myself and the relevant representative
<input type="checkbox"/> I understand that as a Volunteer I will not receive any remuneration, but will be reimbursed for such out of pocket expenses as have been agreed to in advance
<input type="checkbox"/> I understand that as a Volunteer I am a representative of U3APP and agree to uphold its standards and purposes

VOLUNTEER'S NAME: _____

SIGNATURE: _____ **DATE:** _____

COMMITTEE REPRESENTATIVE NAME; _____

SIGNATURE: _____ **DATE:** _____

Non – Disclosure Agreement

1. **The Parties.** This Volunteer Non-Disclosure Agreement, referred to as the “Agreement”, applies to _____, referred to as the “Volunteer” (Committee members, Tutors/Group Leaders and other Members with access to U3A Sunbury’s management systems), associated with and/or involved in the activities or affairs of Sunbury U3A Inc. with a mailing address of PO Box 387 Sunbury, Victoria 3429, referred to as U3A Sunbury, with both the volunteer and U3A Sunbury collectively referred to as the “Parties”.
2. **Confidential Information.** All data, materials, knowledge, and proprietary information generated through, originating from or having to do with U3A Sunbury or persons associated with its activities, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, and e-mail messages.
3. **Privacy of Member Data.** Members’ information, including all file information contained in the U3A Sunbury Membership Administration System (UMAS), or in other electronic or paper-based files, is to be considered Confidential Information and is collected for the sole purpose of conducting the ordinary activities of U3A Sunbury, and is not to be disclosed to any outside party under any circumstances without the written consent of the individual Member concerned or the U3A Sunbury Committee.
4. **Disciplinary Action.** Any disclosure, misuse, copying or transmitting of any material, data, or information, whether intentional or unintentional, will subject the Volunteer to disciplinary action according to the procedures set in the Constitution of Sunbury U3A Inc. and any applicable Privacy laws.
5. The signature of the volunteer below acknowledges his/her agreement to the aforementioned terms.

Print Name _____

Volunteer’s Signature _____

Date _____