



Charity number 117499

Volunteer Agreement

This is a voluntary agreement and does not constitute a contract of employment. It can be cancelled at any time by either party.

We appreciate your volunteering with us, and this agreement indicates our commitment to do the best we can to make your volunteering experience a positive and rewarding one.

The volunteer role is based on trust and mutual understanding. There is no enforceable obligation, contractual or otherwise, for the volunteer to attend or to undertake particular tasks or for the organisation to provide continuing opportunities for voluntary involvement, provision of training or benefits.

However, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

The organisation expects volunteers:

- to be reliable and honest
- to uphold the organisation's values and comply with organisational policies
- to make the most of opportunities given, eg for training
- to contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- to carry out tasks within agreed guidelines
- Be aware of the need for confidentiality at all times

Volunteers can expect:

- to have clear information about what is and is not expected of them
- to receive adequate support and training
- to volunteer in a safe environment
- to be treated with respect and in a non-discriminatory manner

- to receive out of pocket expenses
- to have opportunities for personal development
- to be recognised and appreciated
- to be able to say 'no' to anything which they consider to be unrealistic or unreasonable or unprepared
- to know what to do if something goes wrong

Key requirements

1. Be aware of confidentiality at all times
2. Be an active member of EYPCF
3. Attend meeting or events as agreed
4. If unable to attend meetings or events ensure you have informed the meeting chair, other EYPCF members attending and the chair of the Trustees.
5. If unable to attend a meeting try to ensure there is an alternative member from EYPCF attending
6. Be prepared to report on the meetings/events attended to the steering group and trustees and carry out any actions given.
7. If there is to be communication to a wider audience ensure the communication is agreed with all partners.
8. You must remember at all times to uphold the core values of the EYPCF and represent all parents and carers and not your own child or organisation.

Expenses

Out of pocket expenses will be reimbursed as per the expense policy and procedure.

Please confirm agreement to the above and welcome on board.

Signed..... Date.....