

# Wales Council for Voluntary Action

Supporting charities, volunteers and communities

Model policy series



## Model Volunteer Agreement

**This example is intended for guidance purposes and should be adapted to suit your particular organisation.**

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. We aim to be flexible so please tell us if there is anything you would like to change or discuss.

You should also be made aware of your Volunteer Role description and the Volunteering Policy/Volunteer Handbook.

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

As an organisation we undertake to:

- introduce you to your role, to the organisation and to other staff and volunteers that you will come into contact with
- provide regular opportunities for you to meet with your supervisor. Your supervisor is \_\_\_\_\_
- seek to understand your reasons for volunteering, interests and wishes and to meet these as far as possible
- reimburse out of pocket expenses
- consult with you about changes that affect your volunteering
- provide a safe environment and insurance cover for you whilst you are volunteering
- treat you with respect, in accordance with our equal opportunities policy
- respond to your concerns or complaints as quickly as we can

As a volunteer I undertake to:

- undertake tasks within agreed guidelines, to the best of my ability
- give as much notice as possible if I am not able to volunteer as expected
- uphold the organisation's values and policies, including health and safety, confidentiality, equal opportunities

- report anything that causes concern for my safety/wellbeing or that of others
- do my best not to behave in any way that would bring the organisation into disrepute
- make the most of opportunities for training and development

Welcome on board!

Signed \_\_\_\_\_ (volunteer)

Signed \_\_\_\_\_ (for the organisation)

Date \_\_\_\_\_

**Wales Council for Voluntary Action**  
*Baltic House, Mount Stuart Square, Cardiff Bay,*  
*Cardiff, CF10 5FH*  
**Registered Charity: 218093**

Tel: 0800 2888 329      help@wcva.org.uk  
 Fax: 029 2043 1701      www.wcva.org.uk



Tel: 0800 2888 329  
 www.wcva.org.uk

**Last Updated: 14/02/2018**