



London Metropolitan University
Students' Union

LONDON METROPOLITAN UNIVERSITY STUDENTS' UNION VOLUNTEER AGREEMENT

As part of signing up to be a volunteer we ask you to enter into a Volunteer Agreement with the Union. This sets out clear expectations of what you can expect of the Students' Union in supporting you in your role, and what we hope you can do whilst volunteering.

This isn't a legally binding contract or an intention to create an employment relationship either now or in the future.

You can expect Students' Union to:

- Respect your skills, dignity and individual wishes and do our best to meet them
- Induct you into how the organisation works and your role
- Provide you with a Volunteering Handbook
- Provide a role description for your role
- Provide training through and support in your development and offer additional role development training where appropriate
- To consult with you over any changes to your volunteering role
- To apply our equality and diversity policy to all volunteering activities
- Support you in conducting risk assessments were needed
- Ensure you are never out of pocket due to your volunteering, providing it has been approved in advance by the appropriate staff member
- Provide insurance for you and your activities, as long as you have followed procedures
- Deliver any support or materials on time, as agreed with you
- Respond to your emails within a reasonable timeframe
- Investigate your complaints straight away, but if we can't we will keep you updated on how we are dealing with the problem
- Offer you regular occasions to feedback on your volunteer experience
- Support you in gaining skills from your volunteering opportunity and having fun

What we hope from you:

- Treat other volunteers and staff with respect and courtesy
- Refuse demands you consider unrealistic, beyond the scope of the role or that you do not have the skills to carry out
- Attend training to induct you into how the organisation works and your role
- To read and adhere to the Volunteering Handbook and accompanying policies, particularly the Equality and Diversity policy of the Students' Union
- To follow Students' Union policies and procedures
- Complete & provide risk assessments were needed
- To not purchase any goods/services without speaking to the relevant staff member first
- To respond to our emails within a reasonable timeframe

CODE OF CONDUCT

As a volunteer others will be relying on your attendance. Please inform the relevant project coordinator or external organisation if you cannot fulfil a commitment as far in advance as possible.

Health & Safety: Maintain a safe working environment for all by observing health and safety guidelines set by LMSU and/or the external organisation.

Drugs & Alcohol: You must never be under the influence of, or carry with you, drugs or alcohol when volunteering.

Training: You must participate fully in all necessary project induction and training activities prior to commencing your volunteering role.

Consequences: Failure to adhere to any of the policies and procedures laid out in the Volunteering Handbook may result in a formal warning and/or removal from a project.

Personal details: You must inform us of any personal detail changes, including e-mail, telephone and change of address.

Representation: You must recognise that you are a representative Union. Any image a volunteer may portray can affect the professionalism of all Union projects and members.

Equal Opportunities: You must demonstrate your commitment to equal opportunities and show respect for all individuals, groups and the environment.

Signed from Volunteer

Name

Signature

Date

Signed from London Metropolitan University Students' Union

Name

Signature

Date