**Volunteer Agreement**

Spalding Gentlemen’s Society is a long established charity the purpose of which is “to promote and foster among the public knowledge, appreciation and the study of the Arts, Humanities and Sciences”.

It is staffed almost entirely by volunteers drawn from its membership. Members are bound by the Society’s Articles and Memorandum of Association. All volunteers are required to abide by the objectives and practices laid down in those documents.

It should be noted that the officers of the Society are themselves volunteers. In addition to this document members of Council are bound by the relevant legal and ethical considerations following from their status as Trustees and Directors.

In order to clarify roles, this Volunteer Agreement has been produced. This lays out the nature of the relationship between the Society and its volunteers so that you know what to expect from us and what we hope for from you. It is expected that this agreement may evolve over time, through experience, review and consultation.

**The Society asks that volunteers be willing to:**

* Help the Society to achieve its aims and objectives.
* Work as a team member with other volunteers and paid staff under the control of a designated task manager.
* Carry out the agreed tasks to the best of their ability.
* Be courteous and helpful towards museum visitors and help provide an enjoyable and informative visitor experience.
* Attend any training sessions useful for tasks to be undertaken. This may include emergency procedures, customer care, health and safety and child protection.
* Give as much warning as possible whenever you cannot work when expected.
* Maintain the confidentiality of sensitive information about the Museum.
* Adhere to all the information set down in the Volunteer manual and other Society rules and procedures.
* Uphold the good name of the Society.

**In return, Volunteers may expect from us:**

* Tasks that match the needs of the Society with the skills, knowledge, experience, age and interests of the volunteer.
* Opportunities to learn and develop new skills in a happy and friendly environment.
* Safe working conditions with appropriate supervision and training.
* Information about insurance arrangements.
* The opportunity to discuss any ideas, concerns or grievances you may have.
* A Volunteer Manual giving detailed information essential to your role.

N.B. This agreement does not constitute a contract of employment and is not legally binding.

Volunteer Signature...................................................................Date..................