**RESPONSIBILITIES OF VOLUNTEERS**

As a volunteer I agree:

* To respect the confidentiality of name of organisation and its clients
* To make a serious commitment to carry out the tasks agreed to in the role description
* To read and become familiar with the contents of Name of organisation Policies and Procedures Manual
* To undertake training as required
* To accept evaluation and supervision to enhance my performance
* To work according to the policies and philosophy of name of organisation
* To cooperate with staff and volunteers in a spirit of partnership
* To give as much notice as possible of absence and resignation
* To take all reasonable steps to ensure my own safety
* To ensure no harm is caused to others during the course of my work
* Abide by the Health and Safety policies of name of organisation

**RIGHTS OF VOLUNTEER**

As a volunteer I expect:

* To be treated as a co-worker with staff and other volunteers
* To be assigned work that is worthwhile and challenging
* To receive appropriate orientation, training and supervision
* To be kept informed of name of organisation’s policies and services
* To be reimbursed for approved work related expenses
* To have a clear role description
* To have the right to withdraw my services or say “no” without feeling guilty
* To have the right to make suggestions and to be listened to with respect

**RIGHTS OF NAME OF ORGANISATION**

* The right to withdraw a volunteer who does not operate within the policies and philosophy of name of organisation, or whose skills do not enable these requirements to be met
* The right to withdraw the services of a volunteer who breaches name of organisation or client confidentiality
* The right to expect the role description will be adhered to

**RESPONSIBILITIES OF NAME OF ORGANISATION**

* To recognise and value the volunteer as a person who makes a unique contribution to the community
* To provide appropriate orientation, training, support and supervision
* To keep volunteers informed of name of organisation’s policies and programmes
* To provide a clear role description
* To reimburse volunteers for approved work-related expenses
* To take all reasonable steps to provide a healthy and safe work environment