

## **SNAAP VOLUNTEER AGREEMENT**

This agreement is intended to indicate the seriousness with which SNAAP treats its volunteers, and does not represent a contract of employment. There is no intention of creating a legally binding relationship; the agreement is to make clear our appreciation of your services and your commitment to SNAAP. We aim to do the best we can to make your volunteer experience with SNAAP a productive and rewarding one.

### **SNAAP (Special Needs Advisory & Activities Project)**

SNAAP agrees to accept the services of \_\_\_\_\_ beginning on \_\_\_\_\_ within the terms of the volunteer policy; and SNAAP commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet his/her responsibilities and tasks, as agreed in the job description agreed with his/her supervisor who is Natalie Simmons.
2. To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance.
2. To respect the skills, dignity and individual needs of the volunteer.
4. To be receptive to any comments from the volunteer regarding ways in which SNAAP might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for completion of the organisation's goals and the fulfilment of its purpose.
6. To provide a reference, subject to satisfactory completion of tasks and duties.

### **The Volunteer**

Agrees to act as a volunteer and commits to the following:

1. To perform my volunteer duties as set out in the agreed description, to the best of my ability.
2. To adhere to the organisation's rules and procedures, including health and safety, green office, equal opportunities, confidentiality of organisation and membership information.
3. To meet time and duty commitments as agreed with my supervisor in the attached job description, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made.

### **Agreed:**

Volunteer \_\_\_\_\_ On behalf of SNAAP \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

### **Cancellation**

The agreement may be cancelled immediately at any time if the volunteer needs to take up paid work. The agreement may also be cancelled for other reasons at the discretion of either of the parties.