

ORGANISATION AGREEMENT

Between:

Community Volunteer Centre (Raeburn House) and **(Organisation name)**

1. Commencement

This Agreement shall commence on **(DATE)** and is ongoing unless termination is given by either party.

2. Policies and Procedures

I can confirm that my organisation has reasonable volunteer engagement policies and procedures, including documentation such as Position Advertisements, interviewing procedures, Task Descriptions, orientation, training, personal development opportunities, support and supervision as appropriate.

3. Volunteer Positions

I agree to provide a Position Advertisement and a completed Task Description form which will outline the key duties and responsibilities of each Volunteer Position we are seeking to fill. Volunteers will supplement, extend or reinforce existing services within my organisation.

4. Volunteer Interviews

I agree to co-operate with the Volunteer Centre during the full Volunteer recruitment process including the hosting of interviews as required.

5. Orientation, Support and Supervision

I agree to provide Supervisor contact details and will ensure that they take responsibility for the orientation, supervision and support of volunteers. I agree that the Supervisor will provide formal supervision after 4-6 of volunteering for each placement within the organisation. I am aware that Orientation Schedule and Supervision templates are available for my organisations use.

6. Training

I agree to provide the necessary training and resources required for the Volunteers to carry out their roles as appropriate.

7. Travel Claim

I agree that reimbursements for travel expenses can be made on a monthly basis, on the provision of receipts for public transport, mileage claims etc. These claims will be made upon receipt of a completed Travel Claim Form received by my organisation's Accounts Dept. at the end of each month during a Volunteers placement.

8. Risk / Liability

I agree to take responsibility for any risk and liability arising out of our engagement with the Volunteers and for obtaining any insurance against this, including in relation to Volunteer health & safety. I am aware that the Community Volunteer Centre will not accept any responsibility in this area.

11. Resolution of Any Issues

Volunteers can raise matters with their Supervisor. If the matter is not resolved to the satisfaction of either party, the Manager of my organisation may be required to make a decision on the issue in order to seek resolution.

12. Termination

Community Volunteer Centre or my organisation reserves the right to end the Volunteer Agreement for any given reason by providing a minimum of two weeks notice in writing.

If termination is due to misconduct, I agree to inform the Volunteer Centre management of my decision immediately and we will inform the Volunteer together. I agree to provide a written report from the Supervisor to the Volunteer Centre.

I agree to offer the option of an exit interview where appropriate. I am aware that it is my organisation's responsibility to ensure that any items belonging to our organisation, which the Volunteer may have acquired during their placement, is returned immediately or other arrangements are made.

13. Recognition of Volunteers

I agree to recognise the valuable contribution volunteers make in my organisation and in the wider community. As an organisation, we will make every effort to show our appreciation of Volunteers. I am aware that ideas can be sought from the Volunteer Centre.

14. Previous Arrangements

This full Agreement replaces all previous agreements whether expressed or implied.

DECLARATION

Employer

I, on behalf of the Community Volunteer Centre (Raeburn House), offer this Organisation Agreement to _____ **(Organisation name)**.

**Community Volunteer Centre
(Raeburn House):**

<u>Name:</u>	<u>Signature:</u>
<u>Date:</u>	

Organisation

I, on behalf of **(Organisation name)** declare that I have read and understand the conditions and terms of employment detailed in this Organisation Agreement, and accept them fully.

I have been advised of the right to seek independent advice in relation to this Agreement, and have been allowed reasonable time to do so.

(Organisation Name):

<u>Name:</u>	<u>Signature:</u>
<u>Date:</u>	