

# **SPALDING GENTLEMEN'S SOCIETY VOLUNTEER AGREEMENT**

## **Introduction**

Thank you for choosing to volunteer with Spalding Gentlemen's Society. You will be joining a group of volunteers who make a huge contribution to enriching our collection and their invaluable time really does make a difference.

Founded in 1710 our Society is the oldest surviving provincial learned society in the UK. Its purpose is to promote and foster among the public; knowledge, appreciation and the study of the Arts, Humanities and Sciences. To this end, the Society maintains premises at Broad Street, Spalding, housing a museum, library and archives. Membership is open to anyone aged eighteen or over, irrespective of gender.

We really do value our volunteers, many of whom have been with us for several years and who continue to champion the experience to others. If you are new to volunteering with us, we hope that you will feel the same.

We look forward to working with you.

## **How volunteering at Spalding Gentlemen's Society works**

We aim to be an inclusive organisation where everyone is treated fairly, respectfully and with dignity.

You will be appointed a task manager, and we will provide you with their contact details. It is important that you are well briefed on the role you are to carry out. Your task manager ultimately oversees your work and should give you sufficient guidance.

We aim to make all new volunteers feel welcome. When you start volunteering with us we will provide you with an induction into the Society and the project that you will be working on, so that you have all of the information that you need to carry out your role. We may also arrange additional training throughout the project as required. If you feel that you need any training, please discuss this with your task manager.

Arrangements with volunteers depend on trust and mutual understanding, and are not intended to be legally binding. We recognise that as a volunteer you have offered your time freely, and as a result we will not enforce any obligations that would normally be found in an employment contract. We do not expect volunteers to attend, carry out certain tasks or commit a minimum amount of time, although we do expect volunteers to help our project planning by making reliable arrangements of attendance with their task manager.

We are committed to ensuring the health, safety and welfare of our volunteers. We want to make sure that you are aware of and understand the health and safety risks associated with your role. We will provide you with the appropriate information, instruction, supervision and training required to enable you to work safely while volunteering at the Society.

If you have a disability or medical condition, you should disclose this to your task manager. This will help us to ensure your health and safety at work and allow us to consider any reasonable adjustments, such as equipment or support, which you may need to fulfil your role to the best of your ability.

While you are volunteering with us we aim to give you regular opportunities to provide us with feedback on your experiences.

You can expect us to:

- Provide a named task manager who will guide and support you in your role
- Provide an induction and any training to help you carry out your volunteering
- Provide you with a clear explanation of what you will be doing and why
- Explain the standards we expect and to encourage you to maintain them
- Provide a safe working environment
- Ensure that you are treated with respect and dignity
- Try and resolve fairly any problems and difficulties you may have while you volunteer with us
- Welcome your feedback, good or bad, so that we can improve what we do
- Keep you updated about volunteering opportunities and developments at the Society

In return we ask you to:

- Read and adhere to relevant policies and procedures, brought to your attention in your induction
- Perform your volunteering role and project responsibilities to the best of your ability and to attend all ongoing training required
- Work safely, both for your own sake and others
- Respect our aims and values
- Maintain good relations with other volunteers, members and visitors
- Keep in touch with your task manager, informing them if your contact details change
- Give reasonable notice if you are unable to attend so that we can make other arrangements
- Provide regular feedback, including at the end of the task or your time with us

## **Health and safety**

As a volunteer you must:

- Cooperate fully with your task manager
- Take reasonable care of yourself and others
- Follow the health and safety policy and procedures of the Society
- Report any health and safety concerns you may have
- Report any accidents/incidents you may have while on the premises

## **Insurance**

We will ensure that volunteers carrying out their proper duties are covered by our public liability insurance.

## **Smoking**

Smoking is not permitted within the Society's boundaries, internal or external.

## **Confidentiality, copyright and data protection**

As a volunteer you may become aware of confidential information about the Society, its members, volunteers, visitors and suppliers. You must not disclose this information or use it for your own (or another's) benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain.

We will store and maintain volunteers' personal data with appropriate safeguards for confidentiality. Please inform us of any changes in your personal details so that we can keep our records up to date.

## **Resolving problems**

We aim to treat all of our volunteers fairly. If you have a problem concerning any aspect of your voluntary work please talk with your task manager.

If this does not result in a mutually acceptable resolution of the issue further advice can be sought from any member of the Society's Council of Management.

## **Signing in**

You must sign in when you arrive and sign out when you leave. The signing register is in the foyer and will be shown to you on your arrival.

Full name of volunteer (block capitals, please)

.....

Postal address

.....

..... Postcode.....

E-mail address.....

Telephone number.....

I acknowledge receipt of a copy of this agreement

Signature of volunteer..... Date.....

J A Dobbs 23/10/19