



Volunteer Agreement Policy

Publication date: 24 February 2015	Applies to: All members in volunteer roles, including members of committees and sub-committees, course leaders and volunteers in other roles such as office, membership, financial, banking and information support.
Responsible person: The relevant co-ordinator of volunteers	Scheduled review date: Every three years as determined by the Committee
Approved by: Committee meeting on 10 February 2015	Author: Maurice Sexton, Vice President

INTRODUCTION

A volunteer agreement form needs to be signed by all members undertaking volunteer roles within U3A-ACT to enable compliance with privacy requirements and to provide our volunteers with an awareness of safety and wellbeing issues.

PURPOSE

The purpose of this policy is to clarify the obligations of our volunteers, whatever role they may play in our organisation, in relation to personal information on members, members' safety and wellbeing, and to enable them to consent to their personal contact details being published by U3A-ACT on our public website, in our public course prospectus and in our Newsletter.

DEFINITIONS

Volunteer: a member who provides unpaid service to the business of the organisation.

U3A-ACT: refers to U3A-ACT Incorporated

This policy has two attachments:

Attachment A. Volunteer Agreement for committee members, course leaders, and volunteers listed on the back pages of the Newsletter

Attachment B. Volunteer agreement for all other volunteers

POLICY

1. U3A-ACT requires all its volunteers, in whatever capacity they make their contribution, to sign the relevant Volunteer Agreement at either Attachment A or Attachment B.
2. Volunteers need only sign an agreement once, even if they change roles within the organisation unless they move into being a committee member, course leader or volunteer listed on the back pages of the Newsletter from another volunteer position.
3. The relevant coordinator for volunteers is responsible for ensuring that all volunteers in their area of responsibility have signed the relevant Agreement
4. The original of each Agreement should be returned either to the Secretary or the relevant coordinator of volunteers and held securely within one of U3A-ACT's offices by the Volunteer Liaison Officer.
5. Volunteers should retain a copy of their signed agreement.
6. The Volunteer Liaison Officer will report periodically to the Committee, through the Secretary on the use of the form among volunteers.

SOURCES

The Privacy Act 1988, including Australian Privacy Principles numbers 6 and 11

U3A-ACT Privacy Policy, paragraphs 5 and 9

U3A-ACT Safety and Wellbeing Policy, paragraph 1

REFERENCES

See related U3A-ACT policies



ATTACHMENT A

Volunteer Agreement for committee members, course leaders and volunteers listed on the back pages of the Newsletter

The purpose of this form is to draw attention to the obligations of our volunteers, whatever role they play in our organisation, to respect the personal information we hold on members, and to take care to protect members' safety and wellbeing. U3A ACT has developed policies to ensure that we comply with the law and we seek your formal agreement to observe them.

We also ask you to give permission for us to use your personal contact details where needed to identify you as a contact person and to publish them on our public website, in our public course prospectus and in our Newsletter where relevant.

Name _____

Member number _____

Email address _____ Phone number _____

(If you only want either your email address or your phone number published please fill in only that one.)

In undertaking voluntary work for U3A-ACT Inc.:

1. I agree to abide by the U3A-ACT Inc Privacy Policy (you can find this in our policies folder at <https://www.u3acanberra.org.au/about.html>) and that, if I have access to personal information on members, I will not:

- use the personal information on members for any other purpose than that for which it was collected;
- pass on members' personal information to any unauthorised person; or
- change or alter members' personal information without their consent.

2. I agree to abide by the U3A-ACT Inc. Safety and Wellbeing Policy (you can find this in our policies folder at <https://www.u3acanberra.org.au/about.html>) taking care to protect my own safety and wellbeing and that of others when I am undertaking my volunteer role.

3. I agree to my personal contact details provided above being published for purposes related to my volunteer role both within the organisation, and where necessary, on our public website, in our publicly available prospectus and in our U3A ACT News.

Signed _____ Date _____

Once signed please return to your coordinator or to the Secretary. Please keep a copy. If you wish the completed form can be copied and submitted at either of our offices at Hughes or Cook.



ATTACHMENT B

Volunteer Agreement for all other volunteers

The purpose of this form is to draw attention to the obligations of our volunteers, whatever role they play in our organisation, to respect the personal information we hold on members, and to take care to protect members' safety and wellbeing. U3A-ACT has developed policies to ensure that we comply with the law and we seek your formal agreement to observe them.

Name (printed) _____

Member number _____

In undertaking voluntary work for U3A-ACT Inc

1. I agree to abide by the U3A-ACT Inc Privacy Policy (you can find this in our policies folder at <https://www.u3acanberra.org.au/about.html>) and that, if I have access to personal information on members, I will not:

- use the personal information on members for any other purpose than that for which it was collected;
- pass on members' personal information to any unauthorised person; or
- change or alter members' personal information without their consent.

2. I agree to abide by the U3A-ACT Inc. Safety and Wellbeing Policy (you can find this in our policies folder at <https://www.u3acanberra.org.au/about.html>) taking care to protect my own safety and wellbeing and that of others when I am undertaking my volunteer role.

Signed _____ Date _____

Once signed please return to your coordinator or to the Secretary. Please keep a copy. If you wish the completed form can be copied and submitted at either of our offices at Hughes or Cook.