Volunteer Agreement

This Volunteer Agreement describes the arrangement between The Green Party and you. We wish to assure you of our appreciation of the time you give us, and will do our best to make your volunteer experience with us enjoyable and rewarding.

Part I: The Green Party

Your role as a volunteer is laid down in the attached Volunteer Job Description. It starts on …………… This work is designed to allow the national office of The Green Party to: continue its work as a political party; to service its membership effectively; and to allow the staff members to carry out other more specialised aspects of party work.

The Green Party commits to the following:

1. Induction and Training

* To provide thorough induction to the work of The Green Party and will tailor the work to suit your capabilities as best we can.
* To provide thorough induction on the work of the party staff and your volunteering role in the context of the organisation.
* To train you to meet the responsibilities of the role.

Our Volunteer Guide provides more details about the organisation.

1. **Supervision Support and Flexibility**

* To explain the standards we expect for our services and to encourage and support you to maintain them;
* To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
* To do our best to help you develop your volunteering role with us.

1. Expenses

It is against the law to pay you anything at all for the work you volunteer to do for us. However we will reimburse you for any expense that you incur in undertaking your work with the party providing it is within the boundaries laid out below.

* Travel to and from home to The Green Party national office and during your work, providing you travel by standard class public transport (unless previously agreed in writing by the volunteer manager) and providing you present a receipt for your travel costs.
* Meal allowance to a maximum of £5.00 with a receipt. (To be eligible you must work for at least 4 hours around that meal-time).

1. Health and Safety

* To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Guide.

1. **Confidentiality**

You must not (except in the proper course of your activities with the Green Party and in line with the provisions of the Public Interest Disclosure Act) either during or after termination of this agreement, make use of or divulge to any person any confidential information concerning the activities, business or internal affairs of The Green Party and its members and employees. You must also make all reasonable endeavours to prevent the publication or disclosure of any confidential information. Confidential information includes but is not limited to information relating to the Party, management, future plans, campaigns, staffing and members of The Green Party, the people and parties within whom the Party has dealings and the terms of those dealings.

All notes and papers relating to such matters remain the property of The Green Party and must be surrendered by you to The Green Party at the termination of your employment or at the request of the person to whom you are responsible at any time during the course of your employment.

1. Insurance

* To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

1. Equal Opportunities

* To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Guide.

1. Problems.

* To try and resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

Part II: The Volunteer

I,…………………………………………………… agree:

* To abide by the values of The Green Party while working at the Green Party office;
* To not discriminate against anyone on grounds of racial origin, sex, age, disability, marital status, parental status, class, religious belief, or sexual orientation;
* To observe my duties under the Data Protection Act. I will not disclose confidential information on the party’s data bases to any unauthorised individual & will not export any such information from the Green Party Office onto any personal computer equipment;
* To help The Green Party fulfil its aims as a political party;
* To perform my volunteering role to best of my ability;
* To let the Party Office staff know at least two days in advance if I am not going to be able to help in the office on a day I have previously committed to, except in case of sickness or emergency;
* To follow the Party’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and members;
* To maintain the confidential information of the organisation and of its members;
* To provide referees as agreed who may be contacted.

This agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

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| --- | --- |
| Signature of Volunteer |  |
| Date |  |
| Signature on behalf of The Green Party |  |
| Date |  |

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