



VOLUNTEERING AGREEMENT

Welcome to the Town Hall. We encourage and welcome volunteers and hope you enjoy volunteering with us and feel part of our team. We greatly appreciate the time you give us. This agreement tells you in brief what you can expect from us and what we would like from you.

We, The Town Hall Trust, will do our best:

- To introduce you to the organisation and your volunteering role within it;
- To provide appropriate training;
- To provide regular meetings with, *and support from*, the Town Hall staff and Trustees so that you are kept informed and can give us feedback;
- To respect your skills, dignity and individual wishes and to do our best to meet them and treat you fairly;
- To provide personal liability insurance and injury insurance while you are fulfilling your authorised volunteer work;
- To provide a safe workplace;
- To resolve problems should they arise.

I,, agree to:

- To volunteer to the best of my ability
- To comply with agreed attendance arrangements and to give as much notice as possible if I am unable to attend as arranged;
- To uphold the organisation's rules, values and procedures, including health and safety, equal opportunities, confidentiality, safeguarding;
- To take instructions from Town Hall staff and Trustees in order to uphold the best interests of the organisation.

Note: this is an informal agreement and is not a legally binding contract of employment. Either you or the Town Hall Trust can terminate this agreement with or without notice at any time.

Signed.....date..... Signed on behalf of the Town Hall Trust.....

