

Volunteer Agreement

Issued January 2014



Royal Engineers Museum, Library & Archive (REMLA) Volunteer Agreement

What it means to be a volunteer at REMLA

This Volunteer Agreement sets out what you can expect from REMLA, and what we expect from you.

Being a volunteer with REMLA is a mutually beneficial and reciprocal arrangement between you the volunteer and the organisation. It is based on a shared organisational vision of conserving, exhibiting and making the designated collection available for the public and future generations.

Our commitment to you

- To introduce you to the organisation and your role, and to provide any training you need
- To provide regular meetings with a main point of contact, creating an opportunity for 2-way feedback
- To offer you personal development through participation in volunteering
- To consult you and keep you informed of possible changes
- To provide a safe workplace
- To contribute to your travel costs to and from your home to REMLA

Your commitment to us

- To work within agreed guidelines and comply with existing policies and procedures, including health and safety, equal opportunities and confidentiality
- To work within the boundaries of your role, with no authority to act as a spokesperson for the Museum nor to make contracts for the Museum
- To give a reasonable and sustainable level of commitment, giving as much warning as possible if you cannot attend when expected
- To be polite and courteous to visitors, other volunteers and staff
- To attend training sessions as required

Note: this agreement is binding in honour only and is not intended to be a legally binding contract of employment.

Name:

Date:

Volunteer role:

Supervisor: