

# VOLUNTEERING NORTH QUEENSLAND INC.

## VOLUNTEER AGREEMENT

The Volunteer Agreement is intended to ensure an understanding between volunteer managers and volunteers of the volunteer position description and organisation's policies and procedures.

### Volunteer Agreement

#### Agency

We, **Volunteering North Queensland Inc.**, agree to accept the services of \_\_\_\_\_  
\_\_\_\_\_ (volunteer name) beginning \_\_\_\_\_ (date)

And we commit

1. To provide accurate information, training and assistance
2. To ensure supervision and provide job assessment and feedback
3. To respect the skills and individual needs of the volunteer.

#### Volunteering North Queensland

I, \_\_\_\_\_ (volunteer name). agree to serve as a volunteer and commit

1. To perform volunteer duties to the best of my ability
2. To follow VNQ rules, policies and procedures, including record-keeping requirements and confidentiality of organisation and client information
3. To meet time and duty commitments or to provide adequate notice so that alternate arrangements can be made.

#### Agreed to:

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Staff representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***The first sixty (60) days of volunteering at Volunteering North Queensland will be an introductory period. All voluntary appointments are to be appraised after one month and then again after three months. Subject to the satisfactory completion of the introductory period, this Statement of Understanding is for an initial twelve (12) month period***

Volunteers are expected to conform to the Volunteers Code of Conduct.