



<b>Women's Engineering Society Volunteer Agreement</b>	
Date originated:	April 2018
This version:	September 2019
Date of approval by Council:	To be reviewed at October 2019 Council Meeting
Date of next review:	Due for review after AGM 2020
Owned by:	<b>CEO</b>

Name of volunteer \_\_\_\_\_

Volunteers are an important and valued part of The Women's Engineering Society. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

#### **Our responsibility to you**

- to introduce you to the way the organisation works and your volunteering role in it;
- to provide as much help as we can with the resources we have available;
- to provide regular communication with a main point of contact, (usually the Membership and Volunteers Manager) so that you can feedback your work to us and get help and support from us.
- to match your skills and interests with the right role for you wherever possible, listening to your motivations and aspirations;
- to celebrate success and recognise loyalty and dedication;
- to reimburse your pre-authorised travel costs within the agreed policy (please bear in mind that travel expenses should be kept to a minimum);
- to consult with you and keep you informed of possible changes to WES and your work within it;
- to insure you against injury according to our public liability insurance policy;
- to apply our equal opportunities policy to all volunteers; to apply our Complaints and Standards Policy if there are any problems;
- to provide you with the appropriate training and support for your role;
- to inform you of changes to policies or procedures that affect your role within WES;
- to encourage a positive and friendly atmosphere

WES policies can be found at [www.wes.org.uk/policies](http://www.wes.org.uk/policies).

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**Our expectations of you as a volunteer**

- to consider your own personal health, safety and wellbeing, and the safety of those you are working with above all other priorities,
- to aim for high standards and work reliably and efficiently to the best of your ability, and to give as much warning as possible whenever you cannot deliver when expected;
- when representing WES you should ensure that the content of any talk or discussion falls within WES objectives. This is to ensure we comply with Charity Law;
- you must agree to the [Code of Conduct for Volunteers](#) and [WES Policy of Individual Memberships and Subscriptions](#)
- agree to the WES Volunteer Confidentiality Agreement
- to follow WES's rules, policies and procedures, including Health and Safety, Data Protection, Equal Opportunities, Safeguarding and Confidentiality Policy [www.wes.org.uk/policies](http://www.wes.org.uk/policies);
- to ensure that you keep the WES team informed of your volunteering activities;
- to always consider and protect the Women's Engineering Society's good reputation in your actions and conduct;
- to act responsibly and within the law;
- to let your contact at WES know when you have a problem so that we can work together to find a solution;
- to get involved and offer to support other volunteers if you can;
- to let staff know if there are changes in your personal circumstances that may affect your volunteering;

SIGNED:

Elizabeth Donnelly  
CEO, for and on behalf of the Women's Engineering Society

SIGNED:

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Name of volunteer: .....

Date: .....