

## **01 - NOTES FOR VOLUNTEERS**

Thank you for volunteering to help the association.

*This agreement forms the basis of an informal compact between the volunteer and the Association. There is no legally binding contract inferred by either party.*

The Totton and Eling Community Association aims to be at the heart of the community and to provide quality services to meet local needs. Volunteers are essential to achieving that aim.

1. **Trustees, staff, and volunteers** shall work together to uphold the values of the Totton and Eling Community Association, which are defined in our Constitution and are summarised here.
  - a. Benefit people without discrimination.
  - b. To bring people together.
  - c. Promote & provide charitable events.
  - d. To provide facilities for social welfare, recreation, leisure, health, and education.
2. **We will,**
  - a. practice fair and open recruitment procedures that support equality of opportunity without discrimination of any kind.
  - b. provide clearly defined grievance and disciplinary procedures.
  - c. ensure all volunteers are aware of health and safety issues relevant to their task and work environment.
  - d. ensuring all volunteers have clearly defined lines of responsibility together with the opportunity for regular reviews of their role.
3. **Volunteers will,**
  - a. have the opportunity to serve their local community.
  - b. have the satisfaction of doing a worthwhile job that is valued by the community.
  - c. receive support in their role through advice, training, and information.
4. **We require Volunteers to,**
  - a. accept and uphold the objectives of the association.
  - b. welcome new people to the team.
  - c. carry out all tasks to agreed standards and respect all health and safety rules.
  - d. undertake appropriate training as specified by the Association.
  - e. keep confidential any sensitive information received during their volunteer service.
  - f. uphold the association's equal opportunities policy.
  - g. read and be governed by the following documents.
    - i. 02 - Complaints Procedure

- ii. 03 - Equal Opportunity
- iii. 04 - Health & Safety
- iv. 05 - Code of Conduct

**5. Volunteers moving on to the Committee**

There is no official seniority structure among volunteers, but if a volunteer wishes to take on a more responsible role within the Association they may volunteer to sit on the Totton & Eling Association Committee.

See, **04 - Committee Procedures**

**6. All Trustees, Employees, Committee members and volunteers**

are subject to the rules of the Community Association as defined in the Practices & Procedures.