



Federation of International Touch Inc.

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Appendix 1

FIT Volunteer Agreement Template

*This Volunteer Agreement Template is proposed to be used for formal volunteering contexts and may not be suitable for general volunteering programs.

This Volunteer Agreement details what you, as a volunteer can expect from the Federation of International Touch (FIT), and what FIT expects from you. This agreement is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

1. As a volunteer

The position of (insert volunteer position title) at the Federation of International Touch (FIT) is a volunteer position. All duties are performed on a voluntary basis and you will not receive payment or remuneration for your work, other than for the reimbursement of expenses for which you have received prior written approval.

Neither FIT or (name of volunteer) intend any employment or contractual relationship to be created as a result of your appointment to the position of (insert volunteer position title).

2. As a volunteer with FIT you can expect

FIT values its volunteers and is committed to providing you with:

- A written position description so you understand the requirements and accountabilities of your position.
- An induction and if necessary, any training to support you in fulfilling the requirements of the position.
- A safe environment while undertaking the tasks and activities of the position.
- Respect for your privacy, including keeping your private information confidential.
- An individual to oversee your position and support you performing your role, providing you with the opportunity to seek advice, ask questions, and receive direction and feedback.
- Reimbursement of out-of-pocket expenses that have received prior written approval (see Section 8 below).
- Insurance to cover you while undertaking the volunteer duties you are authorised to perform (see Section 9 below).

3. What FIT expects from its volunteers

FIT asks that as a volunteer you:

- Be committed to supporting and promoting FIT's objects, goals and priorities.
- Participate in all relevant induction and training activities and programs
- Only undertake those duties and responsibilities you are authorised to perform as directed by FIT, and to act within the powers delegated by the FIT Constitution or appointment Terms of Reference.
- Undertake to read and and comply with FIT's policies and procedures.
- Be proactive in notifying FIT of any health and safety issues that may pose a risk to you and

- others and report any accidents or incidents that relate to you or others.
- Behave appropriately and in accordance with the FIT Code of Behaviour Policy while performing your role.
 - Ensure while providing voluntary services, or wearing the official FIT uniform that you do not do anything that may bring FIT or other volunteers into disrepute.
 - Ensure that where official clothing is provided to you, that you wear the official clothing appropriately, and keep the clothing in a clean and presentable state at all times.
 - Keep confidential all information and material concerning FIT which you know or should reasonably know is confidential.
 - Safeguard your personal property (for example bags, electronic equipment, and money) when performing your role, and understand that FIT is not responsible for any lost, stolen or damaged personal property.
 - Comply with the law at all times; understanding your position may involve undertaking tasks and activities internationally.
 - Agree to your provision of voluntary services being photographed or recorded for use in FIT promotional or education/training programs and initiatives (for which you have no rights including to a copy thereof), and that you have no right to pre-approval of, and no entitlement to payment for any such use.
 - Agree that you have no rights to, and must not use in any manner for any purpose, the FIT logo, or any trade mark, name, used by FIT and that these are the absolute property of FIT.
 - Agree to our administration of first aid and/or medical treatment if you are injured or ill while giving voluntary services on behalf of FIT.
 - Provide genuine and honest feedback to FIT as to how it can improve its Volunteer Program and the support it provides you.
 - Agree that FIT may terminate your appointment as a volunteer to the position of (insert title of Position Description) if you do not comply with the provisions detailed in this Agreement or engage in misconduct which, in the opinion of FIT adversely affects its interests or those of FIT.

4. Your contact person at FIT

Your contact person at FIT is (insert the name, position title and contact details of the individual), who will be able to assist you with any questions or concerns you may have about your position and the tasks you are required to undertake.

5. Position Description

The position description for the position of (insert position title) details the Primary Objectives of the Position, Meetings and Time Commitments, and Key Duties and Responsibilities. It is important that you perform only those duties and responsibilities that are detailed in the Position Description and as directed by FIT.

6. Health and Safety

FIT considers volunteer safety is a priority. FIT has a duty of care to minimise risks to volunteers affected by its conduct.

As a volunteer, you also have health and safety responsibilities:

- To take reasonable care of your own health and safety.
- To take reasonable care for the health and safety of others.
- To comply with any reasonable instruction by FIT.
- To let FIT know of any concerns you may have about safety and/or fitness in undertaking your role.
- To comply with any FIT policies and procedures relating to health and safety.

7. Induction and training

FIT is committed to providing its volunteers with an induction and any appropriate training before they commence in their volunteer position. (insert title, position and person's name, same as in Section 4 above) will be in contact with you to arrange your induction and any training that may be necessary.

8. Volunteer expenses and other benefits

FIT will reimburse volunteers for out-of-pocket expenses while performing their role where prior written approval has been provided by FIT.

FIT may also provide volunteers with other benefits as part of their volunteering role such as free food, accommodation, event entry, clothing or equipment. Where this occurs, it is on a gratuitous basis at the discretion of FIT.

9. Insurance

FIT is committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles as authorised and approved by FIT.

The following events are unlikely to be covered by FIT insurance:

- Actions that are beyond the duties and responsibilities detailed in the role’s Position Description or that occur without the appropriate authority or permission from FIT.
- Criminal activity.
- Dishonest or reckless activities.

10. Intellectual Property

All volunteers at FIT agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at FIT to FIT.

Volunteers agree to consent to the use by FIT of such creations in a manner reasonably contemplated by the voluntary services provided under this Agreement. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

11. Governing Law

This Agreement shall be governed by the laws of the Commonwealth of Australia, and the State of New South Wales, Australia.

Please sign to acknowledge that you have read, understood and agree to the terms of this Volunteer Agreement. The information given to FIT in the Nomination/Application for the position and subsequent interviews has been given by the volunteer personally and is correct to the best of the volunteer’s knowledge and belief.

Volunteer Full Name:

Volunteer Signature:

Date: