



Volunteer Agreement

MK Gallery's main purpose is to inspire and encourage people to learn about and enjoy the Arts – to facilitate this we want to encourage people of all ages to enjoy the cultural activities of the Gallery. It is our strong belief that every individual has the right to experience and enjoy the arts and we want to promote and engage the community actively with the Gallery's events and activities.

This volunteering agreement is binding in honour only. The parties do not intend it to be a legally binding agreement nor is it intended to create an employment relationship between us.

This Volunteer Agreement is a description of the arrangement between us:

MK Gallery

and

_____ [insert name of volunteer] in relation to your voluntary work.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

Referees

We will require you to provide two referees. We may also require you to be checked by the Disclosure and Barring Service and agree to a health or financial credit check.

Your role as a volunteer

The tasks that you will be asked to undertake as a volunteer are varied and many. Roles suitable for volunteers are identified in the Volunteering Policy. This policy sets out the requirements of the roles and the skills or experience needed, as well as any training that is required before the volunteering work is undertaken. Volunteers will not be used as substitutes for employees.

Part 1 – MK GALLERY

We, MK Gallery accept the voluntary service of _____ [insert name of volunteer] beginning on _____ [insert date].

Each volunteer will be assigned a particular role or roles. Roles may form part of short term or long-term projects, be part of a general volunteering opportunity, or be specific to a particular volunteer. Roles may change over time depending on the volunteers' skills and interests and the needs of the Gallery.

Volunteers may be asked to carry out tasks that fall outside their remit to assist with the smooth running of the Gallery, or when required to do so through absence of the lack of other volunteers to fulfil those roles. Roles currently include invigilators, learning support, archivists and bloggers, music champions, ushers and events staff. A more complete list of role descriptions is available in the Gallery's documentation.

Health and safety

The Gallery has a commitment and obligation to promote and safeguard the health, safety and welfare of its visitors, employees, volunteers, contractors and other who are, or maybe, affected by the Gallery's activities. The Gallery will undertake risk assessments of agreed activities for volunteers. A copy of the Gallery's health and safety policy is made available to all new volunteers and is also available in the Gallery's documentation.

All volunteers are expected to conduct themselves in a safe and responsible manner and not put themselves or others at risk of accident or injury. Volunteers must record any accident in the accident book and report any accidents/ incidents or dangerous activity to those in a management role on site and to the Director as soon as possible.

Insurance

The Gallery's Public Liability, Employer's Liability, and Professional Indemnity Insurance provide insurance cover to all volunteers. Insurance does not cover personal effects.



Equal opportunities

MK Gallery believes in the dignity of all people and their right to respect and equality of opportunity. As a provider of services and charity the Gallery aims to eliminate prejudice and discrimination, and to promote good relations between different groups. Volunteers are thus expected to abide by the Gallery's policy. The full Equal Opportunities Policy is available in the Gallery's documentation.

Part 2 The Volunteer

I, _____ [insert full name], agree to be a volunteer with MK Gallery and commit to the following:

1. To help MK Gallery to fulfil its Mission is to inspire and encourage people to learn about and enjoy the Gallery and make full use of its facilities and to foster pride in the community, by engaging actively with the Gallery's activities.
2. To perform my volunteering role to the best of my ability
3. To adhere to the businesses rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.
4. To maintain the confidential information of MK Gallery and of its clients and customers.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a disclosure and barring check being carried out where necessary.

My agreed voluntary time commitment is _____ [insert hours/days]

This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed by:

Volunteer Signature _____

Signed on behalf of MK Gallery: _____

Date of Agreement: _____