



Volunteer Engagement Agreement

1. Volunteer Role and Terms

- 1.1 Your engagement is on a voluntary basis. Either party may terminate the role at any time.
- 1.2 This role is probationary for a six month period and will reviewed at this time
- 1.3 The official commencement date is the date you received your confirmation email
- 1.4 Your duties in this role are outlined in the position description (attached). On each occasion that you volunteer you will be required to perform these duties
- 1.5 You will be required to undertake your volunteer role at various locations as directed by your assigned Team Leader
- 1.6 In the event you remain inactive for a period of 3 months or more. SOWFI may change your membership status to inactive. You may no longer be assigned activities by a Team Leader or receive animals in care / rescue calls and may require further training to be considered as an active carer / rescuer. Your membership category would be therefore considered as a “Friend of SOWFI”.

2. SOWFI Responsibilities to the Volunteer

- 2.1 SOWFI will
 - (a) Provide you with information, procedures and and policies relevant to your role
 - (b) Provide a safe environment and access to such personal protective equipment as may be required to meet the requirements of your role

- (c) Provide support and supervision as required
- (d) Provide an induction or orientation to the organisation and your role
- (e) Provide insurance for you in performance of your duties
- (f) Advise you of any changes to policy or legislation that may affect your role
- (h) Identify feedback and grievance opportunities available to you
- (i) Value, respect and recognise your role as a volunteer

3. Your responsibilities to SOWFI

3.1 For the duration of this volunteer role, you agree to:

- (a) Read and adhere to any applicable policies and comply with any applicable permitting, licensing and legislative requirements
- (b) Follow the instructions of Team Leader/s and other responsible persons, i.e. vets and board members, to undertake your duties in accordance with the organisation's Work, Health and Safety and Risk Management policies
- (c) Be reliable and regularly communicate with your Team leader and inform your Team Leader/s if you are unable to attend at a scheduled time
- (d) Participate in any required orientation, training or induction processes
- (e) Provide a positive image and evidence-based approach on behalf of the organisation whilst undertaking your volunteer duties
- (f) Not disclose confidential information to third parties
- (g) Provide a copy of relevant licenses, certificates or police clearances/checks as required

I, _____, agree to abide by the SOWFI Volunteer Engagement Agreement at all times.

Signature:

Date: