



**VOLUNTEER AGREEMENT
IWM NORTH**

This Agreement is intended to acknowledge the importance of the relationship between IWM North and its volunteers. We are greatly appreciative of the time you give freely to volunteering and this Agreement intends to indicate our commitment to do the best we can to make your volunteer experience a productive and rewarding one. It also sets out the expectations of the Museum on its volunteers. The Volunteer Handbook provides full details of our organisation, policies and procedures to which this Agreement refers. We aim to be flexible, and your feedback is important, so please let us know if you would like to suggest any improvements to this Agreement.

Your role as a volunteer starts on _____ and your volunteering supervisor's name is _____.

IWM North

We, at IWM North, endeavour to:

1. Provide adequate information, training and assistance for you to be able to meet your volunteering responsibilities.
2. Provide you with satisfactory supervisory support, as well as feedback on performance.
3. Be receptive to your comments and suggestions regarding ways in which we might mutually better achieve our respective tasks.
4. Respect your skills, dignity and individual needs.
5. Treat you as an equal partner alongside Museum staff.
6. Ensure that in relation to your voluntary work you are free from discrimination in line with our equal opportunities policy.
7. Resolve amicably and swiftly any problems, grievances and difficulties which may arise while volunteering in line with the procedures detailed in the Volunteer Handbook.
8. Keep confidential all personal information relating to you.
9. To provide adequate insurance cover whilst you undertake voluntary work previously approved and authorised by us.
10. Reimburse previously agreed out-of-pocket expenses for volunteering on the basis of receipts.

Signed (IWM North):

Date:

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Volunteers

As a volunteer, I will endeavour to:

1. Perform my volunteer tasks as detailed in the Role Summary to the best of my ability.
2. Adhere to the Museum's policies and procedures as detailed in the Volunteer Handbook.
3. Meet time and volunteer duty commitments, except in exceptional circumstances, and wherever possible provide adequate notice so that alternative arrangements can be made.

I understand that this agreement is binding in honour only, and is not intended to be a legally binding contract between us. I accept that all intellectual property rights in and to any work created or invented by me whilst volunteering at the Imperial War Museum, shall belong to the museum. I understand that my volunteering may be cancelled at any time at the discretion of either party, and that neither of us intends any employment relationship to be created either now or at any time in the future.

Print Name (Volunteer):

Signed (Volunteer):

Date: