

Sutton Coldfield BookFest Volunteer Contract 2019

Overview

This document outlines the principles on which the relationship between volunteers and Sutton Coldfield BookFest is based and provides basic information about volunteering with FOLIO Sutton Coldfield. Our relationship with volunteers is based on trust and does not involve the obligations associated with employment.

Part 1:

Here is what you can expect from FOLIO Sutton Coldfield:

We appreciate you volunteering with us, and will do the best we can to make your volunteer experience with us enjoyable and rewarding:

1. Induction and Training - To provide a simple induction on the work of Sutton Coldfield BookFest, its staff, your volunteering role and the induction you need to meet the responsibilities of this role. The FOLIO website provides further details of the organisational policies relevant to volunteering. The induction will take place on Saturday 2 March from 9.00 - 9.20am. However if you have any questions beforehand please contact Noran Flynn, Volunteer Trustee

2. Supervision, support and flexibility - To explain the standards we expect for our services and to encourage and support you to achieve and maintain them; To provide a contact who can discuss your volunteering and any successes and problems.

Contact: Noran Flynn, Volunteer Trustee, Tel : 07552238852

Or email noran@foliosuttoncoldfield.org.uk

3. Allowances for travel etc. - We aim to reimburse volunteers if required with an allowance for travel, based on the standard daily saver rate.

4. Health and Safety - To provide adequate information and feedback in support of our Health and Safety policy, a copy of which is on our website foliosuttoncoldfield.org

5. Insurance - To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

6. Equal opportunities - To ensure that all volunteers are dealt with in accordance with our Equality Opportunities Policy, a copy of which is on our website foliosuttoncoldfield.org

7. Problems - To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us. In the event of an unresolved problem, offer an opportunity to discuss the issues.

8. Data - Personal information will be treated as confidential. Records of volunteers' personal details will be kept in our volunteer file and shredded immediately after the event in compliance with the General Data Protection Regulations (GDPR) 2018 .

Part 2:

Here's what we expect from you:

1. Attend at the agreed times and meet the time expectations and standards which have been mutually agreed;
2. Inform Noran Flynn (07552238852) if you are unable to attend through illness, accident or emergency as soon as possible in advance
3. As representatives of Sutton Coldfield BookFest, volunteers are responsible for presenting a professional image to clients, visitors and the community.
4. Fulfil and perform your volunteering role at Sutton Coldfield BookFest to the best of your ability;
5. Dress in a safe and appropriate manner
6. Follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
7. Be friendly, approachable and respectful and treat everyone equally
8. Whilst volunteering, do not smoke or be under the influence of alcohol or recreational drugs
9. Maintain the confidential information of the organisation and of its clients;

This agreement is binding in honour only; it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Through this agreement, neither parties intend any employment relationship to be created either now or at any time in the future.

By submitting the Bookfest Volunteer Application Form, you confirm that you understand and accept the terms of this agreement.