



ICLEI Young Writers Network Volunteer Agreement

This Volunteer Agreement has been developed to clarify volunteer's role, rights and responsibilities. This Agreement is not legally binding and may be cancelled at any time by either party.

This Agreement is between the Coordinator of the ICLEI Young Writers Network and:

(name of volunteer)

Working in the position of:

For the program: The ICLEI Young Writers Network

Commencing on (date) :

Length and Termination of Agreement

The length of the Agreement commences from the date of commencement and is indefinite until the Agreement is cancelled. Either party may cancel the Agreement at any time, but where possible, fourteen days' notice of terminating the Agreement will be made by either party.

Role and Responsibilities

We recognise that volunteers are likely to receive a range of different tasks as the program evolves, such as attending regular planning meetings, following up on meeting action items, writing emails, editing documents, consulting with students, developing tools and resources, contributing to social media and website content, representing the Young Writers Network program at meetings, conferences, events etc. Volunteers are able to determine what responsibilities they can manage at any time, and are encouraged to (re)distribute workloads with the team as required. We encourage volunteers to communicate their capacity to fulfil tasks within their role. The number of hours a volunteer will commit to the program will be managed on an ongoing basis with the program Coordinator.

Supervision and Training

The program Coordinator will provide limited supervision and volunteers are expected to be comfortable working independently (out of office). The Coordinator will endeavour to provide



the support necessary for volunteers to carry out their tasks and will commit to helping volunteers learn and develop new skills and expand professional networks.

Behaviour

Volunteers, the program Coordinator and ICLEI Oceania staff will behave professionally at all times. This includes showing respect and not acting in ways that may offend, disrespect or harm others. Both the Coordinator and Volunteers have a mutual duty of care to look out for each other's well-being and safety as the highest priority.

Communication

Volunteers are expected to be involved across a range of communication channels including: email, Facebook (messenger and events), text, phone, Skype, Slack and Google Drive. Volunteers and the program Coordinator should be respectful of volunteers' commitments outside of the Young Writers Network and will communicate professionally, respectfully and whenever possible only at appropriate times (i.e. not late at night, early morning, during working hours or holidays etc.). Volunteers are expected to respond in a timely manner to emails, messages and phone calls and to stay abreast of Young Writers Network activities. Volunteers must proactively communicate their ability/inability to attend meetings and complete tasks.

By signing below both parties (volunteer and Coordinator) agree to abide by this Agreement.

Volunteer

Name			
Signature		Date	

Young Writers Network Coordinator

Name			
Signature		Date	