



This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either you or us.

1. You are a volunteer

The position of (insert volunteer role title) at Islamic Society of Darwin is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

2. What you can expect when volunteering at Islamic Society of Darwin.

Islamic Society of Darwin values its volunteers and we will endeavour to provide you with:

- a written position description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and any training necessary for the volunteer role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a supervisor, so that you have the opportunity to ask questions and get feedback
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

3. What Islamic Society of Darwin asks of its volunteers?

We ask that you to:

- Support Islamic Society of Darwin aims and objectives
- participate in all relevant induction and training programs
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures including (insert policies, for example: equal opportunity, health and safety, privacy and confidentiality policies)
- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace



- behave appropriately and courteously to all staff, clients and the public in the course of your role
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours, role) to Islamic Society of Darwin at any time
- comply with the law at all times, and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

4. Contact Person

Your contact person at Islamic Society of Darwin will be (insert volunteer manager's name and contact details). If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact (insert volunteer manager's name and contact details) as soon as possible.

5. Role descriptions and details

(attach details of these via a separate role description)

It is important that you only perform the tasks in this role description and that you follow the instructions of (insert volunteer manager's name and contact details) and Islamic Society of Darwin staff.

If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your contact person.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name_____

Volunteer Signature_____

Date_____