

Volunteer Rights and Responsibilities

As a volunteer you have the right to:

- ◆ be interviewed and engaged as a volunteer in accordance with equal opportunity and anti-discrimination legislation
- ◆ receive information about the organisation
- ◆ a clearly written job description
- ◆ know to whom you are accountable
- ◆ be recognised as a valued team member
- ◆ be supported and supervised in your role
- ◆ a healthy and safe working environment
- ◆ be protected by appropriate insurance
- ◆ say no if you feel you are being exploited
- ◆ be reimbursed for approved out-of-pocket expenses
- ◆ be advised of the organisation's travel reimbursement policy
- ◆ be informed and consulted on matters which directly or indirectly affect you and your work
- ◆ be made aware of the grievance procedure within the organisation
- ◆ orientation and training to do your volunteer work
- ◆ information about the organisation's policies and procedures that affect your work

As a volunteer you need to:

- ◆ be reliable
- ◆ respect confidentiality
- ◆ carry out the specified tasks defined in the job description
- ◆ be accountable
- ◆ be committed to the organisation
- ◆ undertake training as requested
- ◆ ask for support when you need it
- ◆ give notice before you leave the organisation
- ◆ value and support other team members
- ◆ carry out the work you have agreed to do responsibly and ethically
- ◆ notify the organisation as soon as possible of absences
- ◆ adhere to the organisation's policies and procedures