

## Volunteer Agreement

This Volunteer Agreement describes the volunteering arrangement between the Masonic Charitable Foundation (“the Foundation”) (Registered charity number 1164703, Company number 09751836) and you. It sets out what we can each reasonably expect from your volunteering role with us. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Your role as a Visiting Volunteer is to visit applicants to the Foundation to complete an application form, prepare and check the relevant supporting documents and submit for consideration without unnecessary delay. This volunteering role is designed to assist the Foundation in providing support to the Masonic Community by helping to make the application process run as smoothly as possible.

We, the Foundation, will do our best to:

- Introduce you to how the Foundation works and your role in it and to provide the training you need to meet the responsibilities of the Visiting Volunteer role. The initial training will be the Visiting Volunteer Induction Course.
- Provide a named person who is available to discuss your Visiting Volunteer role and any successes or problems.
- Respect your skills, dignity and individual wishes and to do our best to meet them.
- Reimburse your travel costs and other out of pocket expenses in line with the current Visiting Volunteers expenses policy.
- Consult with you and keep you informed of possible changes.
- Provide adequate training in support of our health and safety policy.
- Try to resolve fairly any problems, complaints and difficulties you may have while you are a Visiting Volunteer.

You agree to do your best:

- To carry out your role reliably and to the best of your ability, and to give as much warning as possible whenever you cannot carry out your role as expected.



- To follow the Foundation's rules and procedures for Visiting Volunteers, including safeguarding, health and safety, equality and diversity and confidentiality.

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment or worker relationship to be created by this agreement either now or at any time in the future.

You are not required to sign and return this agreement, but we ask that you retain a copy for your own reference.

**Last reviewed/updated: August 2017**

**Next review due: August 2020**