

VOLUNTEER AGREEMENT

This is an Agreement between:

You (the volunteer) (referred to in this document as '**the volunteer**' or '**you**') and

Association of Postgraduate Students Inc. (APS) (sometimes referred to in this document as '**we**').

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

1. You are a volunteer

The role of **Ambassador at the Association of Postgraduate Students (APS)** is a volunteer role. This means you are not an employee of, or contractor to, **APS** and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below).

Neither **APS** nor you intend any employment or contractual relationship to be created (you are not an employee, independent contractor or consultant at **APS**). If this changes at any time, and there is a possibility that you might perform paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal contract.

2. What you can expect when volunteering at APS

APS values its volunteers and we will endeavour to provide you with:

- a role description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and training relating to 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 can ask questions and get feedback
- reimbursement for your reasonable expenses so you are not out-of-pocket because of volunteering for us, and insurance to cover you for the volunteer duties you are authorised to perform.

3. What APS asks of its volunteers

We ask that you:

- support **APS**' aims and objectives
- participate in all relevant induction and training sessions
- only perform duties you are authorised to perform and always operate under the direction and supervision of **APS** staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures
- 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 (for example, hours, role) to **APS** at any time
- let us know immediately if there is anything, or anything arises, that makes you unsuitable or unable to legally carry out your volunteer role (for example, your role requires you to drive and you lose your licence or you injure yourself)
- 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

If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact **APS (postgrad@uqaps.org)** as soon as possible.

5. Role description and details

We ask that you only perform duties you are authorised to perform, always operate under the direction and supervision of **APS'** staff and obey reasonable directions and instructions. This is particularly important for health, safety and insurance reasons.

We have developed a role description **Ambassador** to help you understand your role and the tasks you are authorised to perform and tasks that are prohibited.

If you are unsure whether a particular task or work is part of your role, or who you can and can't receive directions and instructions from please don't hesitate to talk to your contact person.

6. The health and safety of you and others

At **APS** volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

APS has safety obligations towards:

- you in your capacity as a volunteer at **APS**, and
- the people that you interact with as a part of your volunteer role.

It's important to understand that you may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if:

- you act outside the role description
- you act outside the instructions given to you, or
- you are affected by drugs or alcohol when you are volunteering.

It's therefore important that you only perform the tasks in your role description and that you follow the instructions of **APS** staff.

In **QLD**, the [Work Health and Safety law](#) applies. Also, there may be other legal actions (such as negligence claims) that mean we always need to consider safety issues.

Under the [Work Health and Safety law](#) and other laws, **APS** has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you may have duties under [Work Health and Safety law](#) too. These include:

- taking reasonable care for your own health and safety
- taking reasonable care for the health and safety of others

- complying with any reasonable instruction by **APS**
- letting **APS** know of any concerns you may have about safety or fitness in performing your role, and
- cooperating with any reasonable rules, policies and procedures of **APS**

We will provide you with a full induction, safety equipment and role training when you start as a **Ambassador** with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

7. Induction and training required before you start in the volunteer role

APS is committed to providing suitable training in support of the organisational policies relevant to your role as a volunteer. For this reason, it's our policy that all volunteers undertake induction and training at **APS** before starting their volunteer role.

APS will confirm the details of the induction and training schedule with you.

8. Volunteer expenses and other benefits

As a volunteer, **APS** will reimburse you for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer role with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of **APS** and is not payment in lieu of salary.

9. Insurance

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteering roles that have been approved and authorised by us.

APS has the following insurances: **Public and Products Liability, and Volunteer Personal Accident Insurance.**

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

- Sign in each time you volunteer
- Report an incident as soon as it has occurred

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents), and dishonest or reckless activities (for example turning up intoxicated).

10. Workers Compensation

During the volunteering, you will not be covered by any workers' compensation insurance policy taken out by **APS**.

11. Confidential information

Volunteers are likely to be given access to **APS'** confidential information as part of, or to assist them with, their role. Confidential information includes any information about **APS**, its business, services and clients which has been designated by **APS** as confidential or which is, by its nature, confidential or proprietary to **APS**

You are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of your duties as a volunteer of **APS**.

12. Intellectual Property

You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials you create relating to your provision of voluntary services at **APS** to **APS**.

You further waive any moral rights you may have in any such creations.

You consent to the use by **APS** of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

13. Consent to use photographs and images

You **agree** that **APS** may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of **APS** and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms.

14. Privacy

APS may collect information about you from time to time to enable your participation as a volunteer at **APS**, to facilitate services or products requested by you, or to keep you informed about **APS'** related activities.

You consent to **APS** providing this information to third parties, whether domestically or abroad, including but not limited to its related bodies where it is necessary for the proper conduct and administration of the **APS'** business or functions, including for the purpose of enabling third parties to provide **APS** with services.

You consent to **APS** sending you information about volunteering, programs, products, services, fundraising or other activities which the **APS'** thinks may interest you. Please refer to the **APS** privacy policy, or details in the relevant communication.

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