

Volunteer agreement

This letter sets out what we can each reasonably expect from your proposed volunteering role within MEND UK Limited ("**MEND**"). MEND appreciates your desire to volunteer with us and is committed to providing volunteers with a supportive environment. If selected we hope that you find your volunteer experience enjoyable and rewarding.

1 Volunteer role

Your role as volunteer will be to assist with MEND activities and events, as and when volunteer support is required.

You will be able to volunteer with us as little or as often as you wish as agreed with MEND, there is no preferred minimum time commitment. We are flexible about when you work so please let us know at any point if you would prefer a different arrangement.

Local working groups have been set up by MEND to carry out the organisation's vision and mission at a grass roots level. As a volunteer you are free to attend local MEND meetings at your discretion; there is no minimum attendance requirement. However, as a volunteer you will not have an automatic right to vote at MEND meetings.

We expect you to perform your role to the best of your ability, and to abide by MEND's wider rules and regulations, including any local working group rules, health and safety policies and equal opportunities policies. It is intended that you are to act only within authority granted to you by your relevant local working group. You will also be expected to comply with the Bribery Act 2010. You can expect us to deal with you in accordance with our equal opportunities policy.

Volunteers are not required to contribute financially to MEND unless/until you apply to become a member of MEND. You are however free to contribute should you wish.

2 Induction and training

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

3 Supervision and support

Your main point of contact as a volunteer with MEND is the Chair of your local working group. Your local Chair will have overall authority over your working group and will report directly to the MEND Regional Manager in the first instance. In the absence of your local Chair, your next point of contact is your LOCAL working group's Vice Chair.

You can expect to have meetings with your Chair to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give your Chair as much notice as possible if you are unable to volunteer when expected.

4 Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.

Standard class train fares and other actual costs incurred exclusively in connection with MEND events only. All expenses must be expressly authorised in writing by MEND in advance, and evidenced by appropriate payment receipts.

5 Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

6 Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to MEND. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

7 Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us so that we can rearrange our rota.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at the discretion of either party giving seven days' notice. Neither of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Please also complete and return the Application Form attached to this letter. You are also required to provide proof of identity and address as required by the MEND volunteer induction policy. MEND reserves the right to reject any application at its complete discretion.

Yours sincerely,

On behalf of MEND UK Limited

I understand the contents of this letter.

Signed:

Name of Volunteer:

Date

MEND UK Limited Volunteer Application Form

Full Name

Address(es)

Email

Mobile number

Facebook/Twitter address

Education history

Islamic activity History

Areas of interest within MEND

Local Mosque

Previous engagement with MEND

Which Working Group are you likely to join?