Activity Leader & Representative Agreement

Students who volunteer their time to lead student activities or fulfil a representative role within the Union are key in shaping the experience of all students during their time at University. The below agreement is not intended to be a legally binding contract but to set out what these volunteers can expect from their Union and in return how they are expected to act.

# Volunteers have a right to:

• Be respected and not discriminated against

• Have personal details kept confidential

• Know who is responsible for supporting them

• Carry out their role in a safe environment

• Have regular contact with relevant staff members or sabbatical officers

• Not be used to replace the work of paid staff

• Receive and request induction and ongoing training

• Be trusted with confidential information if it is relevant to their position

• Be kept informed about what is going on in the organisation

# Volunteers are expected to:

• Treat others with respect and courtesy

• Represent the Union and University in a professional manner

• Perform their role to the best of their ability

• Undertake the activities outlined in their role description

• Follow all the Union’s rules, policies and procedures

• Respond to emails within a reasonable timeframe

• Attend training offered for their role

• Request any support materials within a reasonable time

• Maintain confidentiality at all times

• Provide the Union with feedback when requested

# The Union are expected to:

• Provide insurance for activities as long as correct policy and procedures have been followed

• Treat volunteers with respect and courtesy

• Support volunteers in conducting risk assessments

• Provide training, support and resources when requested within a reasonable timeframe

• Deliver any materials or support on time, as agreed with volunteers

• Investigate complaints straight away, or if not possible inform volunteers how it’s being dealt with

• Recognise volunteers for their work and commitment