

**Volunteer Agreement**

***(to be filled in at the beginning of each MIST course)***

This document 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. **Appointment**

***Those listed in the Volunteers Table (at the end of this document) are*** appointed by *Australian Evangelical Alliance Inc. (AEA) Missions Interlink* *(MI)* as ***MIST facilitators for an indefinite period*** from the ***Start Date until the End Date listed in the Volunteers Table (at the end of this document).***

1. **You are all volunteers**

The position of ***MIST Faciltitator*** is a volunteer position. This means that, 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 at paragraph 10).

Neither *MI* or ***MIST***intend any employment or contractual relationship to be
created (i.e. you are not an employee, independent contractor or consultant at *MI).* If this
changes at any time, and .there is a possibility that you might undertake paid work for the organisation, we
will discuss this and document the arrangement in a formal employment contract or contract for services.

1. **What you can expect when volunteering at *MI***

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

* a written position description so you understand your role and the tasks you are authorised to perform
* an induction, orientation and any training necessary for the volunteer role
* a safe environment in which to perform your role
* a supervisor, so that you have the opportunity to ask questions and get feedback (see para. 5 below)
* reimbursement for reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see para. 10 below and our Volunteer Handbook), and
* insurance to cover you while you are undertaking volunteer duties (see para. 10 below)
1. **What MI asks of its volunteers?**

We ask that you:

* support MI aims and objectives and undertake your role in the best interests of MI
* participate in all relevant induction and training programs
* only undertake duties outlined in your position description
* understand and comply with the organisation's policies and procedures and live by the principles implicit in the AEA Personnel Policy (for further information see Volunteer Handbook)
* notify your supervisor or another member of staff of any health and safety issues or hazardous
situations that pose a risk to you or others and report any accidents or incidents relating to staff,
volunteers, or the workplace
* use any property or equipment given to you in your role 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 (eg. Hours, role) to *MI* at any time, and
* let us know about any concerns you may have, and if we can improve the support that you receive.
1. **Contact person**

Your contact person at MI will be [name] , the ***MIST State Coordinator****.* You should contact [name] if you
have any questions or concerns about your role, your health and safety, or if there is any assistance you
need to help you undertake your role.

1. **Role description and details**

An outline of your role as ***MIST Facilitator*** is in the attached Position Description.

1. **The health and safety of you and others**

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

Under OHS and other laws, MIhas a duty of care to ensure all its workers (paid employees and volunteers) are not exposed to any risk to their health and safety.

It also means that as a volunteer, you have OHS duties too. These include:

* to take reasonable care for your own health and safety
* to take reasonable care for the health and safety of others
* to comply with any reasonable instruction by MI
* to cooperate with any reasonable policies and procedures of MI

We will provide you with an induction, when you commence as ***MIST Facilitator***with MI. You can also find out more about our OHS policies in the Volunteer Handbook. However, please do not hesitate to talk to your supervisor at any time if you have any health and safety concerns.

1. **Induction and training**

MI is committed to providing suitable training for our volunteers.

1. **Background checks and personal information**

Before you commence in your role, we need to conduct some background checks and collect personal information. The information collected will be stored in accordance with the MI Privacy Policy.

1. **Volunteer expenses and other benefits**

As a volunteer, MIwill provide you with reimbursement for any reasonable out-of-pocket
expenses that you incur when performing tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with
us. These payments are not salary or wages. You will need to keep and produce receipts of all expenses.
For further information on the expenses we will cover, and when you might need prior approval, please see
the 'Expenses' section of our Volunteer Handbook.

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

**11. Insurance**

We are committed to providing adequate insurance cover for approved volunteers whilst carrying out their
volunteering roles.

MIhas the following insurances that may apply to volunteers: *General Liability* (where negligence has occurred), and *Personal Accident.*

In the event of an incident or injury incurred while you are undertaking your volunteer duties, please complete and return the incident report to the [contact person name] within 3 days.

**12. Intellectual Property**

All volunteers at MIagree to transfer all intellectual property rights and interests
(including copyright) in any ideas or materials they create relating to their provision of voluntary services at
MI to MI*.*

Please ***sign in the Volunteer Table every MIST*** to acknowledge you have read this Volunteer Agreement and had an opportunity to ask questions.

Please ***provide*** ***a scanned copy of your up-to-date WWCC or equivalent*** to your MIST State Coordinator to send to Missions Interlink (via the MIST National Coordinator).

Please also ***sign out*** when you have completed your volunteer role as a ***MIST Facilitator***. The MIST State Coordinator can also sign out for you.

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|  | *Volunteer Table* |
| *Full Name* | ***WWCC or equivalent***  | ***Start Date*** | ***Sign in*** | ***Finish Date*** | ***Sign out*** |
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