

MOMH POL-005 - Volunteer Agreement

1. Who is a volunteer?

A volunteer is any individual who undertakes unpaid activities on behalf of MOMH of their own free choice. Volunteers may be involved in short or long-term activities or as a one off.

Typical activities may include:

- On-site: supporting office-based activities, including archive cataloguing
- Remote: researching items in our archive and writing exhibitions for our website ●
- Off-site: supporting fundraising activities or awareness-raising events

2. Roles and Responsibilities

Each volunteer will be supported and supervised by a designated person within the organisation, who will provide guidance, support and supervision to the volunteer to ensure that the volunteering experience is a positive and rewarding one.

Volunteer roles are based on trust and mutual understanding. There is no contractual obligation for the volunteer to attend or to undertake particular tasks. However, there is a presumption of mutual support and reliability and a reciprocal set of expectations:

Volunteers can expect:

- to have clear information about what is and is not expected of them
- to receive adequate support and training
- to volunteer in a safe environment
- to be treated with respect and in a non-discriminatory manner
- to receive reimbursement for reasonable expenses
- to have opportunities for personal development
- to be recognised and appreciated
- to be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- to know what to do if something goes wrong

The organisation expects volunteers:

- to be reliable, open and honest
- to uphold the organisation's values and comply with organisational policies (see below) ● to contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- to carry out tasks within agreed guidelines

3. Policies

Before you agree to volunteer for MOMH, please read through the below-named policies and make sure you are able and willing to abide by these before signing this agreement:

- Ethics
- Data Protection
- Health and Safety
- Safeguarding

VOLUNTEER AGREEMENT

Personal details

Name	
Town/city where you're based	
Your phone number	
Email address	
Emergency contact name/number	
Is there anything you would like us to know (eg, health issues, access requirements)?	

Your volunteering priorities

Why do you want to volunteer for MOMH?	
Are there any aspects of music history, or of our collection, which particularly interest you?	
What are your expectations around the amount of time you'd be willing to volunteer with us?	

Ethics and conflicts of interest

Have you read through the relevant policies?	
Is there anything we should be aware of that might risk bringing MOMH into disrepute (eg, criminal convictions)?	
Are there any conflicts of interest we should be aware of?	

Volunteer signature: _____ Date: _____

Notes on Archives Access

The keyholders of our Haddenham HQ are Nick Roberts (Trustee), Alice Little (Curator), and Kate Kennedy (General Manager). Other members of the Board may have unsupervised access to the archive, but non-Board-member volunteers will not be left unsupervised.

Everyone visiting the Haddenham HQ must register in the sign-in book (there is no need to sign out), so we have a log of who has been in the office on which days.

For volunteers handling archive documents there are further procedures and rules to follow (eg, no food or drink near archive materials) which are up on the wall in the HQ. A copy of these can be provided upon request.