



Omega Writers Volunteer Agreement

Our Mission: *Omega Writers exists to educate, support and inspire Australasian Christian writers towards excellence, impacting society with grace and truth.*

Our Vision: *Using words to change the world.*

Volunteer agreement between: Omega Writers and _____

Period: _____

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither Omega Writers, or _____ guarantee any employment relationship to be created either now or at any time in the future.

The following are our policies regarding volunteers within our organisation. These policies cover the definition of a volunteer, role description, privacy, copyright issues, when volunteers can represent Omega Writers, ending your role as a volunteer with Omega Writers and dismissal of a volunteer.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Omega Writers. A "volunteer" must be officially accepted and enrolled by Omega Writers prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of Omega Writers.

Role Description and Details

(Fill in details of your role here)

What you can expect

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

- A written position description so that you understand your role and the tasks you are authorised to perform as a volunteer,
- A management committee contact, so that you have the opportunity to ask questions and get feedback,



- Reimbursement for required and authorised expenses so you are not out of pocket as a result of volunteering for us

What Omega Writers asks of its volunteers

We ask that you:

- Support Omega Writers' values and objectives,
- Operate under the direction and supervision of nominated leader
- Understand and comply with the organisation's policies and procedures; including complaints policy, sexual harassment policy and privacy
- Behave appropriately and courteously to both the management committee and the public with whom you interact in the course of your role,
- Let us know if you wish to change the nature of your contribution (eg. hours, role) to Omega Writers at any time, 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.

Contact Person

Your contact person at Omega Writers will be (enter name and contact information here).

Information We Require

Before you can commence the volunteer role, we need the following information:

- Reference (Please name a referee who is happy to provide a verbal reference) _____
- Work Samples, if required

All personal information will be conducted in accordance with our Privacy Policy.

Induction and Training Required

Omega Writers is committed to providing suitable training. If you have health and safety concerns please speak to your contact person or someone on the management committee. We require that all volunteers familiarise themselves with our policies, before commencing their volunteer position.

Any training relevant to your role will be provided via your leader.



Volunteer Expenses

As a volunteer, Omega Writers will provide you with reimbursement for authorised and required 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 claiming reimbursements, and when you might need prior approval, please contact the treasurer of the management committee for Omega Writers.

We sometimes provide you with other benefits as part of your volunteering role (a discounted price for the Omega Conference). Where this occurs, it is on a gratuitous basis and not payment in lieu of salary.

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. Omega Writers has the following insurances: Public Liability \$10,000,000; Products Liability \$10,000,000; Advertising Liability \$10,000,000; Goods in Care, Custody or Control \$100,000

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to: keep records of hours at Omega Writers report any incident or accident as soon as it has occurred and complete an incident report. Seek medical advice at your earliest opportunity.

Volunteers Under 18

If you are under 18, please let at least one of your parents know you are going to volunteer with Omega Writers. We strongly suggest that you give your parents the URL of Omega Writers (www.omegawriters.org) so they can read through information about our organisation and its values. We also suggest you keep your parents up to date with your activities at Omega Writers. Your parents are invited to call or e-mail Omega Writers, with any questions or comments about our programs.

Representing Omega Writers

Volunteers are asked to not contact organisations or individuals on behalf of Omega Writers unless they are given express written directions to do so by the management committee. Prior to any action or statement which might significantly affect or obligate Omega Writers, volunteers should seek prior consultation and approval from the management committee. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organisations, or any agreements involving contractual or other financial obligations.



Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, member, or other person or involves overall business. This responsibility remains in force beyond the volunteer role, i.e. when no longer serving as a volunteer.

Failure to maintain confidentiality may result in termination of the volunteer's work agreement with Omega Writers or other restorative action.

Intellectual Property

All volunteers at Omega Writers agree 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 Omega Writers to Omega Writers.

Also volunteers are taken to consent to the use by Omega Writers 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.

Ending Your Volunteer Role

You can cease volunteering with Omega Writers upon the completion of any volunteer assignment, or when you are not currently engaged in an assignment. For an on-going role, a written resignation to the management committee will be submitted to vacate an official role and leave it open for election of a new volunteer to that role at the next Annual General Meeting.

Dismissal of a Volunteer

Volunteers who do not adhere to the policies and procedures of Omega Writers are subject to a restorative conversation, which may result in a termination of the role of volunteer. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of Omega Writers materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by Omega Writers policies and procedures.

Volunteer please sign to acknowledge you have read this Volunteer Agreement and had an opportunity to ask questions.

Volunteer full name: _____



OMEGA
WRITERS

Volunteer signature: _____

Date: _____
