

Volunteer Project Terms of Affiliation

The Students' Union has developed this Terms of Affiliation to help Volunteer Project committee members to understand what is expected of them and what they can expect from the Students' Union.

The Students' Union expects all Volunteer Project Committee Members to:

- To adhere to the original aims and objectives laid out in your project development pack.
- Provide a quality experience for your project members and perform your role to the best of your ability.
- Treat all projects leaders, project members, officials, guests and Students' Union staff with respect.
- Communicate with the Volunteer Centre on a regular basis on project activity and development and to attend catch up meetings with the Volunteer Centre when scheduled.
- Maintain and ensure the long term sustainability of the project.
- Display consistently high standards of behaviour and attitude when representing the project in any environment.
- Follow all rules, regulations and guidelines laid down by the Students' Union and the University.
- Not abuse their position to obtain personal benefit or reward.
- Ensure that all kit and equipment purchased for them through the Students' Union is looked after, stored safely and kept for future use of the project.
- Ensure that all volunteering activity is safe through a comprehensive risk assessment which has been submitted to and approved by the Volunteer Centre.
- To encourage project members to engage further with the Students' Union on events and initiatives and representative work.
- To log your volunteering hours and skills through your Volunteer Profile.
- Undertake a comprehensive handover and to hold democratic elections for your new committee for each year where appropriate.

Volunteer Project committee members can expect the Students' Union to:

- Promote the project to the wider student body.
- Represent committee views at University and Union meetings.
- Maintain an appropriate working relationship with all committee members.
- Treat all committee members and project members with respect.
- To treat volunteers fairly regardless of gender identity, sexual orientation, age, parental or marital status, disability, religion, race, ethnic or national origins or social/economic background.

- Ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook.
- Display consistently high standards of behaviour and attitude when acting as a member of Students' Union staff in line with our values.
- Communicate with project leaders regularly and inform them of relevant and up to date information.
- To try to fairly resolve any problems, complaints or difficulties you may have while you volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.
- Help with organising venues, transport, events and creating partnerships with a local charity or organisation.
- Provide training and general support for committee members.
- Provide and seek financial assistance to projects where applications are received and approved.
- To provide adequate insurance cover for all volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.
- To provide the opportunity to log volunteering hours and skills and be recognised through the following schemes:
 - Volunteer Awards
 - Volunteer of the Month Awards (subject to nomination and panel decision)
 - SU Awards (subject to nomination and panel decision)
- To inform you of additional award schemes you will be eligible for through Anglia Ruskin University including:
 - Anglia Ruskin Employability Awards
 - Vice Chancellor's Student Leader Award
 - John Spence Community Prize

Name of project: _____

Name of Committee Member: _____

Signed by Committee Member: _____

Signed on behalf of the Students' Union: _____

Date: _____

*PLEASE NOTE THIS CODE OF CONDUCT IS NOT A LEGALLY BINDING DOCUMENT