

# **Oxford SU Volunteer Agreement**

## **Introduction**

1. This agreement aims to demonstrate Oxford SU's commitment to our volunteers by setting out what our volunteers can expect from the Students' Union and what we expect from you. We appreciate your contribution to Oxford SU's work, and we are committed to making your experience enjoyable, positive, and rewarding.
2. This agreement applies to all students who are volunteering for Oxford SU. This includes:
  - Divisional Reps
  - Part-time Officers
  - RAG Volunteers
  - NUS Delegates

## **Volunteer Expectations**

3. We expect our volunteers:
  - To undertake the compulsory training and induction for your role.
  - To undertake to the best of your ability the work outlined in your role description or training.
  - To comply with relevant Oxford SU policies, including our equal opportunities and data protection policies.
  - To comply with Oxford SU's guidance on volunteer role limitations, including restrictions on advising students, taking on casework or offering legal advice. Please read the full guidance [here](#).
  - Not to seek to represent Oxford SU, without first consulting with, and obtaining permission from, the Oxford SU Sabbatical Officers,
    - i. on University or College Committees
    - ii. in meetings with University or external stakeholders
    - iii. when lobbying the University on policy development or changes.Where committee representation is agreed this is to be undertaken in consultation with both Sabbatical Officers and the SU Student Engagement team to ensure that, at all times, the SU formal positions are accurately represented in all forums.
  - To submit a project plan to your staff support member in advance of any planned events, projects, or data collection and await the proper approvals. Approval may be subject to completing a budget or risk assessment.
  - To comply with all Oxford SU financial and regulatory policies including the use of authorised platforms for the sale of event tickets.
  - Not to publish any public statements in your capacity as an Oxford SU volunteer, without first sending this to your staff support member and awaiting the proper approvals.
  - Not to use Oxford SU mailboxes to send or receive confidential information or undertake any activity which may contravene our data protection policy or GDPR.
  - To work within Oxford SU's values and to represent the SU in a positive way.
  - To be polite, professional, and inclusive towards Oxford SU staff, our student members, fellow volunteers, and internal and external stakeholders.

- To regularly communicate with your staff support member within Oxford SU and to inform them if you are unable to complete your volunteer work or will be absent for a specific time.
- To act responsibly and take reasonable care to ensure your own safety and the safety of others whilst undertaking any voluntary duties.

### **Problem solving**

4. Your staff support member will discuss any problems or complaints raised by you or any concerns relating to your volunteering role, according to our problem-solving procedure. Unfortunately, circumstances may arise where it will not be possible to continue with the volunteering arrangement. In this case your volunteering role will cease.

### **Oxford SU Expectations**

5. Staff members working at Oxford SU will:
  - Ensure that volunteers have access to the induction and training they need to undertake their roles.
  - Provide volunteers with the Oxford SU policies relevant to their role.
  - Ensure that volunteers are not asked to undertake any tasks that they do not feel comfortable with or which contravene the volunteer expectations in section 3 of this agreement.
  - Ensure that volunteers are recruited and supported fairly.
  - Be polite, professional, and inclusive towards volunteers.
  - Regularly communicate with volunteers.
  - Ensure volunteers are recognised for their contribution and provide references for volunteers when requested.

### **Confidentiality**

6. In the course of volunteering for Oxford SU, you may have access to confidential information relating to Oxford SU or our members. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

### **Reimbursement of expenses**

7. Oxford SU can reimburse certain out-of-pocket expenses incurred in connection with your volunteering role, so long as they are authorised in advance and evidenced by receipts.

### **Wellbeing and Support**

8. The wellbeing of our volunteers is a priority for Oxford SU. Therefore, it's important that students' wellbeing and studies come first and foremost. The hours that volunteers dedicate to their role are flexible and if managed appropriately should not impact on their University studies. If a volunteer is concerned about managing their volunteering role along with their studies, they should reach out to their assigned staff support.

9. If any volunteer no longer wishes to hold their role, they are able resign by contacting their assigned staff support at any time. They will be offered appropriate support and will not be required to explain why they are stepping down.

### **References**

10. Oxford SU Volunteers are able to list Oxford SU staff as a reference for future employment.

### **Agreement Terms**

11. This agreement is only binding in honour; it 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 of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this agreement by signing, dating and returning to [melanie.duncan@oxfordsu.ox.ac.uk](mailto:melanie.duncan@oxfordsu.ox.ac.uk).

Signed by Volunteer:

Print name:

Date: