



NORTH ISLAND COMMUNITY SERVICES SOCIETY (NICSS)
105-1705 Campbell Way
P.O. Box 1028 Port McNeill, BC V0N 2R0
Phone: (250) 956-3134 Fax: (250) 956-4484
reception@nicommunityservices.ca

NICSS' VOLUNTEER AGREEMENT

This Volunteer Agreement is a description of the arrangement between North Island Community Services Society (NICSS) and _____, in relation to your volunteer work with our organization. The intention of this agreement is to assure you that we appreciate you volunteering with us by demonstrating our commitment to make your volunteer experience with us, both positive and rewarding.

Part 1 – NICSS

NICSS accepts the voluntary service of *(name)* _____

beginning *(date)* _____.

Your role as a volunteer is as described on your Description of Service below.

We commit to the following:

1. Orientation and Training

- To provide thorough orientation of NICSS, its employees, your volunteering role, and the training necessary to assist you in meeting the responsibilities of your volunteering role. For more information on volunteering please visit www.volunteer.ca

2. Supervision, Support and Flexibility

- To define appropriate standards of your services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.
- To provide a supervisor who will meet with you regularly to discuss your volunteering and address any issues you may experience.
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expense

- To reimburse the pre-approved expenses incurred by you in doing your voluntary work, in accordance with the procedures set out in the specific program.

4. Health and Safety

- To provide adequate training and feedback in our organization's health and safety practices and policies. A copy of our Health and Safety Policies are available at each location.

5. Insurance

- To provide adequate insurance coverage for volunteers whilst undertaking voluntary work approved and authorized by us.



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6. Conflict Resolution

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered 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 conflict resolution policy in the Staff Handbook at each location.

Part 2 – The Volunteer

I agree to be a volunteer with NICSS and commit to the following:

1. To help NICSS fulfill its mandates and mission.
2. To perform my volunteering role to the best of my ability.
3. To adhere to the organization's rules, policies, procedures, and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and persons served.
4. To maintain the confidential information of the organization and of its persons served.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangements can be made.
6. To provide a criminal record check in the process of the agency being carried out where necessary.
7. I understand that my volunteer role does not take the place of regular NICSS employees.

This agreement is binding in honour only, it is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party.

Agreed to: _____
Volunteer Signature

On Behalf of NICSS

Date: _____

Program & Description of Service:
