

## **Osteoporosis and Bone Research Academy (The Academy)**

# **Working Group Member Agreement**

At the Royal Osteoporosis Society, we appreciate your commitment to us and we will provide support to help make your volunteering experience on an Academy Working Groups enjoyable and rewarding. To develop the best possible experience, we have created this agreement. This agreement sets out our commitment to you and what we hope you can contribute.

### **The Royal Osteoporosis Society is committed to:**

- treating volunteers politely, with respect and dignity
- ensuring that all volunteers are treated fairly and given a valuable volunteer experience
- providing you with induction and training to support your role on an Academy Working Group
- communicating expectations and supporting you to achieve them
- doing our best to help you develop your volunteering role with us, including discussing your volunteering experience, achievements, needs and any issues on an agreed basis
- providing a named person in the charity who will be your point of contact whilst volunteering on an Academy Working Group
- follow up on any feedback or questions you may have regarding your involvement as a volunteer on an Academy Working Group
- being responsive to your requirements in relation to your volunteering, recognising your need for holiday time and other commitments
- honouring the time commitment you have agreed to give us and not expecting more from you unless offered and agreed
- reimbursing agreed out-of-pocket expenses in relation to your role on an Academy Working Group as outlined in the Terms of Reference, in line with the charity's Travel and Subsistence Policy
- providing adequate support in relation to this role, to ensure that you know what to do to stay safe
- providing adequate insurance cover for volunteers undertaking volunteering approved and authorised by the Royal Osteoporosis Society for the Academy
- trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us on an Academy Working Group, before they become problems

- in the event of an unresolved problem, to offer an opportunity to discuss the issue with charity staff
- protecting your data in accordance with the GDPR and Data Protection Act 2018, our Privacy Policies, and keeping you informed about how your data will be stored and used.

**As a Volunteer on an Academy Working Group we ask that you agree to:**

- treat other Academy Working Group members and Royal Osteoporosis Society staff politely, with respect and dignity
- perform your volunteering role on an Academy Working Group to the best of your ability and as agreed in the Terms of Reference
- take part in induction, training and review as needed to carry out your role effectively
- notify the Royal Osteoporosis Society of any concerns or relevant changes in personal circumstances that may affect your role
- follow the charity's volunteer policies and procedures
- ask for information if you are not sure about what to do to stay safe whilst volunteering
- treat all information shared by the Royal Osteoporosis Society as confidential, both verbal and written, including information shared by other Academy Working Group members
- agree to the sharing of your email address, and when necessary telephone number, with Royal Osteoporosis Society staff for the purposes of your volunteer role on an Academy Working Group
- agree to have your name on the charity's website to show you participate in the Academy Working Groups
- adhere to the Travel and Subsistence policy for Royal Osteoporosis Society volunteers
- meet time and other commitments as agreed, and when unable to do so to give reasonable notice if possible so that other arrangements can be made
- notify the charity of any requests to attend an external meeting as an Academy Working Group representative in advance of the event and before agreeing attendance
- return any documents and loaned equipment at the end of your volunteering on an Academy Working Group

**This agreement 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 intend any employment relationship to be created either now or at any time in the future.**