



WELLINGTON OFFICE

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Volunteer Charter

You can expect CAN to:	In volunteering for CAN, I agree to:
Ensure the volunteering experience is a rewarding one for you.	Fulfil my role as outlined in the attached volunteer role description.
Provide a safe working environment	Take care of the confidentiality of any information given to me
Provide adequate information and training so you may meet the expectations as described in your volunteer role description.	Perform my volunteer role to the best of my ability.
Allow for a six-week trial period.	Follow the organisation's policies and procedures.
Explain what is required of you and to support and provide encouragement to help you achieve the desired results.	Meet time and task commitments and to provide sufficient notice when not available.
Assign you with a named supervisor who will provide you with regular support and supervision meetings and act as a 'go to' person.	Act in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.
Treat you with respect and courtesy at all times.	
Be receptive to any comments and feedback from all our volunteers.	
Value and recognise our volunteers as a significant resource in achieving the goals of our organisation.	
Provide training where appropriate to enhance your contribution to the Network and increase your abilities and skills	
Inform you of any legal liabilities that might be connected with your work	

Signed for CAN:	Signed by Volunteer:
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Print name of CAN Supervisor:	Print name:	Date:
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Volunteer Induction Checklist:	Checked (tick)	N/A (tick)
General:		
Introduction to Staff & Other Volunteers		
Mission Statement		
History of Organisation		
Overview of Organisational Chart and Services		
Staff Biographies and Job Descriptions		
Role of Volunteers and Staff		
Aims and Objectives of Organisation, Ethos and Values		
Policies and Procedures:		
Health & Safety		
Equal Opportunities		
Volunteer Policy		
Child Protection		
Confidentiality		
Data Protection and Data Access		
Bullying and Harassment		
Police Vetting		
Practical:		
Volunteer Agreement		
Role Description		
Support and Supervision		
Training		
Expenses		
General Orientation of Building, Project and Office Equipment		
Record-Keeping System		
Contact Numbers and Industry Abbreviations		