## Volunteer Agreement



The Royal Geographical Society of South Australia Inc., (RGSSA) welcomes volunteers as a vital part of our being. Since the Society's inception in 1885 volunteers have contributed through our operations to the geography of South Australia.

This document is to be read in conjunction with the Royal Geographical Society's Volunteer
Rights Charter

## **RGSSA** volunteers are expected to:

Record attendance times, giving start and finish times each day worked

Treat the public and other staff with respect and courtesy in a professional manner

Behave honestly and with integrity in the course of RGSSA voluntary employment

Utilise resources at their disposal (including the Internet), in an efficient, responsible and accountable manner

Follow instructions with care and diligence

When acting in the course of RGSSA employment and/or volunteering, comply with all applicable Australian laws

Deal with sensitive information of which they have knowledge in a confidential manner as a result of their work only in accordance with the requirements of the RGSSA

Attend training as agreed and do their best to meet other organisational requirements relevant to their volunteer role.

Take reasonable care to ensure their own health and safety and avoid adversely affecting the health and safety of others

Report as a matter of urgency, any potential hazards, safety risks or security violations to the President, Office Manager, Library Manager or State Library Security Officers (in the first instance, if relevant)

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Intellectual property created by volunteers in the course of voluntary work with the RGSSA, is the property of the RGSSA. This includes written material such as reports, research papers, publications as well as databases, website material, software, artwork, photos and film.

Anyone working more than 3 hours per week has the option of becoming a member at the most favourable current rate (refer to the schedule of membership fees)

I agree to abide by the above listed code and conduct and requirements that relate to my role as a volunteer in the RGSSA.
Date / /

## Volunteer Agreement cont'd



A.	Any condition or disability t volunteer capacity at the RG	that I have which could possibly affect my ability in a SSA is listed below.	
В.	B. In an emergency please contact:-		
	(A and B may be stored in a sealed envelope if the volunteer requests — an attached to the form. Only to be opened in case of emergency or destroyed upon leaving permanently)		
Witnessed (for the Society)			
Position in the Society			
Failure to adhere to the above Agreement could result in a warning or termination as a volunteer at the RGSSA			
Some breaches of the Agreement are also civil or criminal offences and could incur prosecution or civil action.			

(A copy of the signed and witnessed Agreement is to be given to the Volunteer, with an Office copy in a secure filing cabinet)