**[ORGANISATION]** **Membership Policy**

The membership policy of [Organisation] is defined by 2 categories of membership - Volunteers and Friends:

* Volunteers are those members who contribute directly to the conservation and operation of the site as directed by the Trustees' nominated representative by giving freely of their time. In return for this service the Volunteers have voting rights iaw the Trust's Articles of Association.
* Friends are those members who support the Trust and its objects but who are not on site regularly. Friends do not have voting rights.

Membership is granted on the following basis:

* All members will be charged a £30 registration fee and subsequently an annual subscription (£30) except that volunteers who contribute more than 60 days effort to the site will have the annual subscription waived.
* Free access to the site at all times including for events
* Friends are not required to sign an agreement.

**Volunteer Agreement**

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

[ORGANISATION] is committed to:

* Giving you a great experience.
* Being responsive to your requirements.
* Providing you with an induction.
* Providing support throughout your volunteer experience.
* Providing you with a membership card.
* Explaining the standards we expect and to encourage and support you to achieve and maintain them.
* Providing a named person who will be your point of contact whilst volunteering who will discuss your volunteering and any achievements and issues arising on a regular basis.
* Doing our best to help you develop your volunteering role with us.
* Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
* Honouring the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
* Providing training required to undertake the role.
* Providing adequate training and ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
* Providing adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by us.
* Providing a log for recording your time on site.
* Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
* Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
* Follow up on any feedback or questions you may have regarding your involvement as a volunteer.

I, [VOLUNTEER NAME] agree to volunteer with [ORGNAISATION] and am committed to the following:

* Performing my volunteering role to the best of my ability.
* Working as agreed in my volunteer role description.
* Following the organisation’s policies and procedures.
* Familiarising myself and asking if I’m not sure about what to do stay safe whilst volunteering.
* Recording my time on site in the log provided.
* Maintaining the confidential information of the organisation.
* Meeting time and other commitments as agreed but when unable to do so to give reasonable notice so that other arrangements can be made.
* Providing references and to agree to checks under the Protection of Vulnerable Groups (PVG) scheme, as required.
* Return any loaned equipment when ending my volunteering.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Signed:

[VOLUNTEER NAME] [VOLUNTEER MANAGER NAME]

[VOLUNTEER ROLE] [SITE MANAGER]