

# Beaminster Museum Volunteer Agreement

The volunteer's gift of time is extremely valued by the Museum and without which the Museum would not exist. Thank you.

Beaminster Museum expects that volunteers be willing to:

- Help the museum achieve its aims and objectives.
- Work as a team member with other volunteers under the direction of the Museum Committee (e.g. Chair Person Collections Curator or Steward Co-ordinator, as appropriate).
- Carry out their agreed tasks to the best of their ability.
- Meet the commitment agreed to and notify the museum when this is not possible.
- Be courteous and helpful towards museum visitors and other volunteers.
- Familiarise themselves with, and adhere to, the Museum's guidelines, policies and procedures.
- Attend any training sessions useful for tasks to be undertaken or to meet health and safety requirements.
- Assign all copyright to the Museum of any original work created by them on behalf of the Museum.
- Maintain the confidentiality of sensitive information about the Museum.
- To obtain prior agreement from the appropriate museum committee budget holder for expenditure requiring reimbursement.

In return, Volunteers may expect that the Museum will:

- Offer opportunities to learn and develop new skills in a happy and friendly environment.
- Allocate tasks that match both the needs of the Museum with the skills, knowledge, experience, age and interests of the volunteer.
- Provide safe working conditions, training and tools for the tasks assigned.
- Operate an 'open door' policy which gives you the opportunity to discuss any concerns you may have or ideas for developing activities.
- Provide appropriate insurance cover for volunteers whilst undertaking voluntary work.
- Communicate effectively with its volunteers and keep them up-to-date with museum developments.

**Note:** This agreement does not constitute a contract of employment and is not legally binding. The work is undertaken by the volunteer freely, by choice and without concern for personal financial gain.

**Key holder:** Yes/ No                      **Date Issued** \_\_\_\_\_ **Date Returned** \_\_\_\_\_

**Name of Volunteer** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Emergency contact name/number:** \_\_\_\_\_

**ID Details**<1> 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Reference (1) Name/Contact Detail**<2> \_\_\_\_\_

**Reference (2) Name/Contact Detail**<2> \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date.** \_\_\_\_\_

**Signed on behalf of the Museum** \_\_\_\_\_ **Date** \_\_\_\_\_

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**ID** - 2 forms of ID are required from the following list. One of the documents must show the volunteer's current address.

*Enter the reference number of the ID seen on the form overleaf and any unique reference from the documentation e.g. passport number.*

1. Passport (any current and valid passport)
2. Current driving licence - photo card with counterpart
3. Current driving licence - old-style paper version
4. Mortgage statement (Issued in last 12 months)
5. Bank or building society statement (Issued in last 3 months)
6. Credit card statement (Issued in last 3 months)
7. Financial statement, e.g. pension or endowment (Issued in last 12 months)
8. P45 or P60 statement (Issued in last 12 months)
9. Council Tax statement UK and Channel Islands (Issued in last 12 months)
10. Utility bill (not mobile telephone bill, issued in last 3 months)
11. Benefit statement, e.g. Child Benefit, Pension (Issued in last 3 months)

**References** - Add the name of the referees with details of their address or preferably a telephone or email address. The referee must have known the volunteer either at work or socially and for a period of at least 12 months.

**NOTE:** In holding personal data contained in this Agreement. the Beaminster Museum Trust will ensure that all relevant provisions of the General Data Protection Regulation (GDPR) are adhered to.

By completing this Agreement the Volunteer specifically gives permission for information therein to be accessible to other Volunteers because the Agreement contains vital information that may be required in the event of an emergency. The information is stored on the Museum's computer and also, quite openly, in the Stewards Handbook. Some contact details may also be displayed on notice boards