Bats Qld (Flying Foxes & Microbats) Inc

Volunteer Agreement

This document is not intended to be a legally binding contract between Bats Qld (Flying Foxes and Microbats) Inc ('Bats Qld') and it may be terminated at any time by either Bats Qld or you (the Volunteer). Bats Qld reserves the right to amend the provisions of this Volunteer Agreement as necessary. Once amended, the Volunteer will be asked to read and sign a current copy of the Volunteer Agreement.

You are a volunteer

The position of _____ at Bats Qld is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of necessary and/or approved expenses.

Neither Bats Qld nor (name of Volunteer) _____ intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor or consultant at Bats Qld). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or to be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

What you can expect when volunteering at Bats Qld

Bats Qld values its volunteers and we will endeavour to provide you with:

- A written position description so you understand your role and the tasks you are authorised to perform;
- A full induction, orientation and any training necessary for the volunteer role;
- A copy of our digital access to all the Bats Qld constitution, policies, procedures, rules and all other documentation applicable to your role;
- A safe environment in which to perform your role;
- Respect for your privacy, including keeping your private information confidential;
- A supervisor or mentor, so that you have the opportunity to ask questions, obtain guidance and feedback in relation to your role and performance;
- Reimbursement for all necessary and reasonable expenses so you are not out of pocket as a result of volunteering for Bats Qld; and

- Insurance to cover you for the volunteer duties you are authorised to perform and do so in accordance with approved training and instructions from authorised Bats Qld personnel.

What Bats Qld asks of its volunteers

We ask you to:

- Support Bats Qld's aims and objectives;
- Participate in all relevant induction, training programs and workshops, and aim to engage in continuous learning and improvement;
- Only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey all reasonable directions and instructions;
- Understand and comply with the organisation's constitution, policies and procedures including, but not limited to Bullying Policy and Procedures, Anti-Gossiping Policy, Privacy Policy and Confidentiality Agreement, Social Media Policy, and Disciplinary Policy and Procedures, Grievance Policy and Termination of Membership Policy;
- Notify your supervisor or another member of Bats Qld of any health and safety issues or potentially hazardous situation that may pose a risk to you, other members or the animals in care, and report any accidents or incidents relating to members or the workplace;
- Behave appropriately, courteously and professionally to all members and the public in the course of your role;
- Use any property and equipment given to you in your role safely and only for purpose of your role and return it to the organisation when you finish your volunteer role;
- **If your role requires that live animals are in your care, you must return safely and timely all the animals in your care to Bats Qld upon termination of your role or previously as reasonably requested**;
- Let Bats Qld know if you wish to change the nature of your contribution (e.g. hours, role) to the organisation at any time;
- Comply with the law at all times; and
- Be open and honest in your dealings with Bats Qld and let us know if we can improve our volunteer program and the support you receive.

Contact persons

The following individuals are contacts relevant to your role at Bats Qld. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake and perform your role, please contact the relevant person as soon as possible.

Management Committee Position	Position Holder	Contact
President	Paula Fraser	president@batsqld.org.au 0400264247
Vice President	Hannah Wormell	president@batsqld.org.au 0405662430
Secretary	Sue Russell	secretary@batsqld.org.au 0410062285
Treasurer	Jeanette Redman	treasurer@batsqld.org.au 0419676357
Committee Member	Joanie Lewis	Committee@batsqld.org.au 0434944644
Committee Member	Ane Bjornerem	Committee@batsqld.org.au 0415146651
Committee Member	Nerolie Bost	Committee@batsqld.org.au 0429402900
Committee Member	Mark Sanders	Committee@batsqld.org.au 0430552618

Position	Position Holder	Contact
Rescue and Phone Operator	Hannah Wormell	president@batsqld.org.au 0405662430
Membership Administrator	Anja Rockstroh	membership@batsqld.org.au 0449131711
Orphan Coordinator & Creche Orphan Assistant	Rhiannon Traish-Walker Kerri- Anne Tarrant	rhiannon.t-w@hotmail.com 0418758078 Kezzzaa27@hotmail.com 0435393507
Orphan Stabiliser	Rhiannon Traish-Walker	rhiannon.t-w@hotmail.com 0418758078
Adult Rehab Coordinator	Joanie Lewis	Joanie.batsqld@yahoo.com 0434944644
Aviary Maintenance	Joanie Lewis	Joanie.batsqld@yahoo.com 0434944644
Education Coordinator	Rhiannon Traish-Walker	education@batsqld.org.au 0418758078
Web Administrator	VACANT	
Wildman Administrator	Anja Rockstroh	Anja.rockstroh.batsqld@org.au 0449131711

Bat Mentor	Anja Rockstroh John Mitchel Michele Morgan Rhiannon Traish- Walker Paula Fraser Joanie Lewis	0449131711 0458849431 0400196077 0418758078 0400264247 0434944644

The contact names and details of the relevant positions within Bat Qld are current as at the time of the signing of this document. Please note that they may change at any time as required. Bats Qld endeavours to inform all its members of any such changes, however, it is your responsibility to make sure you update your records as required.

Role description and details

A document outlining your role at Bats Qld as well as tasks, duties and obligations relevant to your role are attached at the end of this document for you.

It is important that you only perform the tasks in this role description and that you follow the instructions of your relevant supervisor and duly authorised personnel of Bats Qld.

If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to the relevant contact person.

The health and safety of you and others

At Bats Qld, volunteer safety and the safety of everyone who is involved in our organisation is a priority.

Under the occupational health and safety legislation and other laws, Bats Qld has a duty of care to minimise risks to everyone affected by its conduct (including volunteers).

It also means that as a volunteer, you may also have legally imposed duties as well. These include, but are not limited to:

- To take all reasonable care for your own health and safety, including, but not limited to, wearing protective clothing as prescribed, informing relevant Bats Qld personnel of any incidents arising in the course of your duties, etc;
- To take all reasonable care for the health and safety of others;
- To comply with all reasonable instructions by Bats Qld;
- To let Bats Qld know of any concerns you may have about the safety and/or fitness in undertaking your role;
- To cooperate and follow all reasonable policies and procedures of Bats Qld.

Bats Qld will provide you with a full induction, safety equipment relevant to your role and role training when you commence in your chosen role as _____ with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

Induction and training required before you start in the volunteer role

Bats Qld is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason, it is our policy that all volunteers undertake induction and/or training at Bats Qld prior to commencing their volunteer position.

Prior to the commencement of your role, you will be contacted via email and/or phone to be informed of the date and location of the training session and induction relevant to your role with Bats Qld. Please note that you are not authorised to commence in your role prior to the completion of the required training program and/or induction. Further, in your role you may be required to attend further training sessions and workshops to ensure that your level of knowledge is current and up to date.

Information we require before you can start in your volunteer role

Before you can commence the volunteer role, we need the following information:

- Name;
- Address;
- Telephone and/or mobile number;
- Email address;
- Date of birth;
- Emergency next of kin information.

In the case of active carers, we also need:

- Titre test results.

Volunteer expenses and other benefits

As a volunteer, Bats Qld will provide you, if finances allow, with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. The payments are not remuneration or wages. You may need prior approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of Bats Qld and is not payment in lieu of salary.

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.

Bats Qld has the following insurances:

- Primary Liability
- Protector Liability
- Personal Accident

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

- Contact the Management Committee and fill our any and all applicable incident forms provided to you.

We want to let you know that the following events are unlikely to be covered by our insurance:

- Actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us;
- Any activity performed without Bats Qld training, or equivalent training approved by Bats Qld;
- Criminal activity (including criminal charges arising out of driving incidents);
- Dishonest or reckless activities.

Intellectual property

All volunteers at Bats Qld agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Bats Qld to Bats Qld.

Volunteers are taken to consent to Bats Qld's use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer Name (Please print) **Volunteer signature**

_____ _____

Date _____