**Business Archives Council Volunteer Policy**

**Policy Introduction**

The Business Archives Council, a registered charity, is run by members of an Executive Committee who provide their time on a voluntary basis. The Council welcomes participation by volunteers in furthering its objectives. A volunteer is anyone who, without compensation, or expectation of compensation beyond reimbursement of expenses incurred in the course of volunteer duties, performs a task at the direction of and on behalf of the Council.

Volunteers should have interest in the work of the Business Archives Council and wish to support and promote the Council’s activities.

Volunteers may include people who wish to acquire some additional work experience, such as archivists registered on the Archives & Records Association (UK and Ireland) Registration Scheme.

**Policy statement**

The Business Archives Council recruits volunteers regardless of gender, age, ethnic origin, nationality, sexual orientation, religious/political belief or disability. The relationship between volunteers and the Business Archives Council is formulated in a volunteer agreement (Appendix 1). The agreement does not create a legally binding contract. The Business Archives Council accepts volunteers on the understanding that their services are received at its sole discretion, and that any volunteer’s relationship with the Business Archives Council may be terminated by either side for any reason.

Volunteers carry out tasks under the direction of the Executive Committee of the Business Archives Council, and do not have the authority to represent the Business Archives Council, or make any sort of commitment on behalf of the Council unless agreed by the Executive Committee of the Business Archives Council. Letters and other communications written by volunteers must be authorised by an appropriate Executive Committee member.

Volunteers aged below 18 years must have the prior written consent of their parents or guardians.

This policy will be reviewed annually.

**Volunteer agreement**

This agreement is intended to indicate the seriousness of our commitment to our volunteers. The intention of the agreement is both to assure you of our appreciation of your services and to indicate our commitment to do the best we can to make your volunteer experience with the Business Archives Council a productive and rewarding one.

**A: The Organisation’s agreement**

We, the Business Archives Council agree to accept the services of

…………………………………………………….. (please print) (volunteer) as a volunteer beginning

Date: …………………………………………….. and commit to providing the following:

• The opportunity to undertake meaningful and enjoyable work of value to the Council, its members and those benefitting from its work

• A clear description of the tasks to be undertaken

• Appropriate training, supervision and tools

• Reimbursement of previously authorised expenses in carrying out assigned tasks for the Council.

**B: The Volunteer’s agreement**

Agrees to serve as a volunteer and commits to the following:

• Subscribe to the aims and vision of the Business Archives Council

• Accept the organisation’s values and standards

• Declare any conflict of interest which may arise

• Submit to DBS checks if necessary (for example if you will be volunteering with children or vulnerable adults)

• Work as team members with other volunteers and members of the Council’s Executive Committee, attending Executive Committee meetings of the Council as required • Commit to carrying out the tasks which have been assigned to them

• Maintain confidentiality of all proprietary or privileged information about the Business Archives Council to which they may have access

• Act in an appropriate and professional manner and uphold the name of the Business Archives Council

• Assign all copyright in work they produce or create on behalf of the Business Archives Council

 • To observe and adhere to the Business Archives Council Volunteer Policy

**Agreed to:**

Name of volunteer (please print): ----------------------------------

Signature of volunteer: ----------------------------- Date: ----------------

Honorary Officer of the Business Archives Council:

Signature: ------------------------------------------ Date: ----------------

This agreement may be cancelled at any time at the discretion of either party with notice of one week. This agreement is not intended to be legally binding.

**Note on volunteer expenses**

• The Business Archives Council will reimburse volunteers for reasonable expenses incurred solely in the course of their volunteering for the Business Archives Council.

• Wherever possible, expenses should be agreed with the Hon Treasurer in advance.

• All expense claims must be accompanied by a signed copy of the Business Archives Council Expenses Claim Form (available from the Hon Treasurer).

• All expense claims must be accompanied by a receipt or other suitable evidence (for example a report from an Oyster account).

• Expense claims for fuel will be paid at the HMRC rate (currently 45p/mile).

• Expense claims should be made in a timely manner, ideally within a month of the expenditure.

• Expense claims will be paid by cheque.