Volunteer Agreement

To facilitate the growth of the National Postdoctoral Association and continued productivity of our organization, the following volunteer guidelines have been created. These guidelines will assist in establishing Postdoc Council Pilot Program volunteers’ roles and expectations and will serve to create the most welcoming experience possible for all.

- All volunteers shall establish, as a high priority, attendance at all meetings of the council.
- All volunteers shall be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- All volunteers shall work with and respect the opinions of their peers who serve as volunteers, leaders, and members within the NPA, leaving personal prejudices out of all council meetings and discussions.
- All volunteers shall represent the NPA in a positive and supportive manner at all times and in all places, garnering the advice from board members, as needed, in situations of media and public inquiry.
- All volunteers shall observe the parliamentary procedures and display courteous conduct at all council meetings.
- All volunteers are responsible for their dates and times of when work is conducted for the NPA and that the NPA is not responsible for scheduling volunteer work.
- Postdoc Council Pilot Program volunteers shall not serve in the same role for more than two consecutive terms (four years).
- Inability to meet these roles and expectations will result in your removal from the Postdoc Council Pilot Program.

Volunteer Opportunities

Volunteers for the National Postdoctoral Association help motivate our constituency, inform our practice, and aid in the valuable work of our board, committees and task forces. In turn, we believe the potential benefits of volunteering include:

- Leadership and work experience which may highlight organizational, teamwork, and communications skill sets for future employment in myriad fields.
- Development of a national professional network and mentorship by experienced leadership.
- Making an impact on the programming, policy, and resources provided for postdoctoral trainees nationwide.

The National Postdoctoral Association is committed to:

- Explaining the standards we expect and encouraging and support you to achieve and maintain these throughout your experience.
- Providing a named person who will be your point of contact whilst volunteering.
● Doing our best to help you develop your volunteering role with us in a way that aligns with your personal and professional goals.
● Being flexible in relation to your volunteering hours, recognizing your need for holiday time and other commitments.
● Honoring the time commitment you have agreed to give us and not expecting more from you unless offered and agreed.
● Providing you with an induction and the training required to thrive in the role.
● Reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
● Providing adequate training to ensure you know what to do in an emergency, in accordance with our Health and Safety Policy.
● Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
● Trying to fairly and quickly resolve 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 relevant policies.
● Following up on any feedback or questions you may have regarding your involvement as a volunteer.

Volunteer Agreement and Release From Liability

Thank you for your interest in volunteering. The National Postdoctoral Association (NPA) appreciates your service and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. The mission of the NPA is to improve the postdoctoral experience by supporting enhanced research training and a culture of enhanced professional growth to benefit scholarship and innovation. We are committed to developing the skills, and to respecting the individual needs of its volunteers, leaders, and members. In order to ensure safe, equal opportunities for all, we ask for your cooperation in following the guidelines below, thank you.

1. I, [ ], agree to work for the National Postdoctoral Association as a volunteer on the Postdoc Council Pilot Program on/from January 1, 2022.
2. As a volunteer, I understand that I control the dates and times when I do the work and that the NPA is not responsible for scheduling my volunteer work. I also understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service.
3. I understand that the professional development opportunities afforded in this position are mine to take full advantage of and they do not guarantee employment, references, or professional placements.
4. I am aware that participation as a volunteer may require periods of standing, lifting and carrying up to 20 pounds and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential
dangers involved, and agree to accept any and all risks of personal injury and property damage.

5. As consideration for volunteering for the NPA, I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue the NPA or its employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its officers, employees, agents, or contractors of the NPA as a result of my volunteering. I hereby release and discharge the NPA and its officers, employees, agents and contractors from all actions, claims, or demands that I, my heirs, guardians, and legal representatives now have, or may have in the future, for injury or damage resulting from my participation in volunteering.

6. I understand that if I am injured in the course of volunteering, I am not covered by NPA's workers' compensation program. I authorize the NPA to seek emergency medical treatment on my behalf in case of injury, accident or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such an accident, illness or injury.

7. I understand that the materials and tools/equipment provided by the NPA are and remain the property of the NPA, and I agree to return these tools/equipment and any remaining materials to the NPA at the end of my volunteer service.

8. I understand that acts or statements of harassment, discrimination, or intolerance of any kind are not tolerated by staff or volunteers. Any behavior intended to create discord or restrict volunteers or staff from working will not be tolerated.

9. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

Date - Volunteer Signature - Printed Name

__________________________________ ___________________________

Date - NPA Representative - Signature - Printed Name

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