

Fact Sheet

Volunteer Rights & Responsibilities

As a volunteer you have the right to:

- be interviewed and engaged as a volunteer in accordance with equal opportunity and anti-discrimination legislation
- receive information about the organisation for which you are volunteering
- a clearly written job description
- know to whom you are accountable
- be recognised as a valued team member
- be supported and supervised in your role
- a healthy and safe working environment
- be protected by appropriate insurance (refer to *Fact Sheet: Insurance for Organisations Involving Volunteers* for further information)
- say no if you feel you are being exploited
- be reimbursed for approved out-of-pocket expenses
- be advised of the organisation's travel reimbursement policy
- be informed and consulted on matters which directly or indirectly affect you and your work
- be made aware of the grievance procedure within the organisation
- orientation and training to do your volunteer work
- information about the organisation's policies and procedures that affect your work
- have your confidential and personal information dealt with in accordance with the Privacy Act 1988 (Cth)

As a volunteer you need to:

- be reliable
- respect confidentiality
- carry out the specified tasks defined in the job description
- be accountable
- be committed to the organisation
- undertake training as requested
- ask for support when you need it
- give notice before you leave the organisation
- value and support other team members
- carry out the work you have agreed to do responsibly and ethically
- notify the organisation as soon as possible of absences
- adhere to the organisation's policies and procedures

For more information visit our website at www.volunteeringqld.org.au or call (07) 3002 7600.