



Entered into between

**Town of Tecumseh Business Improvement Area**

(Herein after referred to as "TOTBIA")

**And**

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Printed Name

(Herein after referred to as "the Volunteer")

**1. Nature of Agreement**

The position of Volunteer at the TOTBIA 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 - neither the TOTBIA nor the Volunteer intend any employment or contractual relationship to be created (i.e. you are not an employee, independent contractor or consultant at the TOTBIA).

If this changes at any time, and there is a possibility that you might undertake paid work for the TOTBIA, the TOTBIA will discuss this with you and document the arrangement in a formal employment contract, contract for services or other arrangement.

**2. What You Can Expect When Volunteering with the TOTBIA**

The TOTBIA values its volunteers and will endeavour to provide you with:

- Description, written or verbal, of your position, so you understand your role and the tasks you're authorized to do.
- Orientation and all training necessary for the volunteer position.
- A safe environment in which to perform your role.
- Respect for your privacy, including keeping your private information confidential.
- A supervisor, so that you have the opportunity to ask questions and get feedback.

**3. What the TOTBIA Expects from its Volunteers**

The TOTBIA expects that all Volunteers will:

- Support the TOTBIA's goals and objectives and do everything in their power to promote and achieve them.
- Participate in all orientation and training programs.
- Only undertake duties they're authorized to carry out and always operate under the direction and supervision of designated staff and/or follow reasonable directions and instructions.
- Understand and comply with the TOTBIA's policies and procedures.
- Behave appropriately and courteously to all staff, students, and any other party or parties the TOTBIA has relations with.
- Notify the TOTBIA, in due time, if they wish to change the nature of their contribution.
- Be open and honest in all their dealings with the organization.
- Comply with all local laws.

**4. Contact Person or Supervisor**

Your supervisor at the TOTBIA will be the General Manager. If you have any questions or require assistance regarding your role in the TOTBIA, please contact this person as soon as possible.

#### 5. Duration of Volunteer Agreement

The duration of this agreement is one (1) year commencing on \_\_\_\_\_ until \_\_\_\_\_.

Upon the expiry date of this agreement, the agreement between the TOTBIA and the Volunteer will come to an end and neither party intends for a contractual or employment relationship to be created.

#### 6. Training

The TOTBIA is committed to providing suitable training in support of the TOTBIA's Policies and Procedures. For this reason, it's the TOTBIA's policy that all volunteers undergo a one-hour Policies and Procedures training session before or as soon as possible after commencement of their volunteer position.

#### 7. Volunteer Expenses

The TOTBIA will not reimburse the Volunteer for any out-of-pocket expenses the Volunteer may incur in order to carry out any and all tasks related to the Volunteer position; the Volunteer agrees to take on all financial responsibilities related to the position.

#### 8. Media Agreement

At the discretion of the TOTBIA's management, any violation of the expectations outlined below may lead to the termination of your volunteer position with the TOTBIA:

- a) I agree to maintain the confidential information of the TOTBIA.
- b) I understand that all activities and reporting conducted while volunteering is associated with the TOTBIA and must be mentioned and credited in all media presentations, including but not specific to print or multi-media.
- c) Any publicity in association with the TOTBIA must be approved directly through the TOTBIA's management or communications consultancy. Do not speak with media unless authorized first by the TOTBIA.
- d) I agree to provide the TOTBIA with a copy of any pictures taken at the TOTBIA related events.
- e) I agree not to post any photos, video or writing online that is TOTBIA-related (including social media). This does not include sharing media content that originated from the TOTBIA (e.g. resharing the TOTBIA's Instagram post).

#### 9. Background Check

As a condition of volunteering, I will provide to the TOTBIA a completed *Vulnerable Sector Check*. I understand that, if appointed, my position is conditional upon the TOTBIA receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability to the TOTBIA, the employees and volunteers thereof, or any person or organization that may provide such information.

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

#### Consent Release Waiver

I hereby grant to the TOTBIA, and its authorized agents, vendors, officers, directors, employees, licensees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, world-wide right and license to use, reproduce, display, perform, edit, create derivative works of, and distribute, in whole or in part, any photographs and/or recordings of my likeness or taken by me during activities sponsored by the TOTBIA, for any purpose, in any and all manner or media now known or hereinafter developed.

Volunteer Name

Volunteer Signature

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Date

Town of Tecumseh BIA – Manager

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