

VOLUNTEER AGREEMENT

This agreement is for volunteers providing design support to The Neighborhood Design Center and its community partners; it does not constitute a contract for services or contract of employment.

ROLES AND RESPONSIBILITIES

The primary role of volunteers is to provide design support to the Community Design Works program and the program's community partners.

During this project the volunteer will report to and be supported by:

- Assigned NDC program staff

CODE OF CONDUCT

In this placement volunteers are expected to conduct themselves in a manner in which they:

- Act in the best interest of NDC as a whole — considering what is best for the organization and its beneficiaries.
- Respect boundaries and confidentiality — understanding what confidentiality means in practice for the project, its team, and all the individuals involved with it.
- Communicate in a timely manner with the team. Attend meetings and other appointments or give notice when unable to attend.
- Act with professional integrity and industry best practice when interacting with project partners and developing concept designs and strategies.
- Act in the best interests for personal safety, the safety of the wider team and community at large, and aim to minimise any risks associated with activities and design proposals.
- NDC projects are collaborative.
- Work considerately and respectfully with all — respecting diversity, different roles and skillsets and boundaries.
- Produce expected deliverables in the agreed timeframe. If an extension is required notify NDC staff and project team in a timely manner.

NDC is expected to provide the following;

- A thorough introduction to the organization and activities to Volunteers
- A defined project brief that has been developed collaboratively with community partners.
- Project materials provided by the community partner or available to NDC
- Project management and liaising between community partners and volunteers
- An engagement framework that will utilize participatory methods and co-design tools to inform the project proposal.
- Regular check ins, design reviews, and general support and guidance to ensure a co-created final product.
- A volunteering environment that promotes respect, equity, diversity, different roles and skill sets.
- A volunteering environment that promotes health and safety and reduces risk

PROJECT TIMELINE AND VOLUNTEER HOURS

Smaller projects will be between 3-6 months while larger ones could last up to 9 months. NDC will support the team to determine key milestones to work towards. Volunteer hours will vary depending on the stage of the project and the scope of the activities but as an average 20 hours per month should be expected.

NDC requires volunteers to record their hours using their online login, this enables our community partners to use this as an in kind donation toward grants and further support for their projects.

Volunteers whose circumstances change and feel they can no longer commit to the activities associated with the volunteer project can terminate their project involvement at any time. This should be discussed with relevant NDC staff before a formal email should be sent. NDC reserves the right to end volunteer project service if NDC or its partners feel that the volunteer is in breach of this volunteer agreement.

SUPPORT AND GUIDANCE

Volunteer teams are expected to meet regularly (in person or remotely) and communicate their progress to NDC staff. NDC expects volunteer teams to work independently and take the initiative to move projects forward. NDC recognises that being a volunteer, while very rewarding, can also be challenging. We encourage volunteers to discuss any problems or concerns that they have at the earliest opportunity so that additional guidance and support can be offered.

OUTPUTS AND DELIVERABLES

The final product should be set out in a way which is accessible and useful to the partner organization. This will be different for each project and set out in the MOU with the community partner. The volunteer team with the support of NDC will decide the appropriate format for designs and reports, NDC can provide a template for drawings and other documents.

EXPENSES AND RESOURCES

This is a voluntary role but NDC will contribute towards printing and project materials when agreed in advance. In some circumstances NDC can offer meeting space in our offices and access to a computer but our resources are limited. When possible we require volunteers to utilize their own software and computers to complete reports and design documents. NDC will not contribute to travel expenses.

LIMITS AND TERMINATION

This volunteer agreement is valid for one calendar year from the date signed. The agreement is based on reasonable expectations and not obligations, there is mutual trust to undertake the activities set out above. NDC anticipates that this experience will be valuable to both parties.

NDC reserves the right to terminate a volunteer agreement if NDC or its partners feel that the volunteer is in breach of this volunteer agreement.

INTELLECTUAL PROPERTY

NDC retains ownership of the intellectual property (designs) created by its volunteers, and grants the client organization and team volunteers a non-exclusive license to use them. All uses of the intellectual property by the client organization must credit NDC as "conceptual design by the Neighborhood Design Center," and should credit the volunteer team by name if possible (such as "conceptual design by the Neighborhood Design Center volunteer team of..."). This includes derivatives of the design adapted by others.

NDC volunteers are required to appropriately credit the Neighborhood Design Center and their volunteer teammates when sharing work created as part of an NDC project with third parties, including websites and portfolios. This includes indicating that the design was through the Neighborhood Design Center and the scope of your volunteer role on the project team.

NDC highly values all individuals that give time towards our projects. We are very pleased to welcome new volunteers to our network and thank you for supporting our work.

