

Volunteer agreement: One Community Chairperson

Role: Chairperson

For: enter One Community name (One Community)

Type: Volunteer (unpaid)

Tasks and time commitment

The role of Chairperson requires a commitment of *5-10 hours per month*.

Employment period

Fixed term contract for *5-8 hours* per month for *12 months (with the option to extend)*.
Effective from (dd/mm/yyyy) till (dd/mm/yyyy).

Role and responsibilities

As per the Role description: 'One Community' Chairperson

Location

Working from home / attending meetings

Code of practice

To conduct oneself in line with the person specification from the 'Role description: 'One Community' Chairperson' document

Governance - To be added to the One Community terms of reference

---* Start of ToR addition *---

Term of Office

- After appointment, the initial period will be six months.
- Thereafter, the post will be subject to review by the OC
- As required, a new Chair will be appointed by the OC
- Disagreements between the Chair, the CD and OC members, if unable to be resolved internally, will be managed by the Employer and the OND Communities Support and Development Manager - and may lead to the Chair being asked to resign.

Election of chair

- In the absence of a chairperson, members of One Community will be asked to submit nominations for the Chairperson role
- Nominations to be presented to OC members
- Chair to be elected via a democratic voting process (majority vote)
- Every 12-months OC members will be invited to volunteer as Chair. The existing chairperson can also nominate themselves and be re-elected

Termination of Chair agreement

- The Chairperson has the right to leave this voluntary position at any time, where possible giving notice to allow the One Community time to recruit a new Chairperson
- The employer has the right to terminate this position if the volunteer is deemed unsuitable for the role

---* End of ToR addition *---

Responsible to:

Volunteer employer: (Named organisation) – the organisation providing the legal employment contract, volunteer management, insurance, HR). Follow employer’s volunteer policies and procedures

Employer’s nominated volunteer manager: (named volunteer manager)

Employer’s nominated HR person: (named responsible HR person)

To be signed and dated by the parties below:

One Northern Devon	
OND Officer - Name	Signature of OND Officer
Date	
Employer – ADD ORGANISATION NAME HERE	
Volunteer Employer - Name	Signature of Volunteer Manager
Date	xx/xx/xxxx
Volunteer Chair – ADD One Community name HERE	
Volunteer Chair -- Name	Signature of Chair
Date	xx/xx/xxxx
Date of appointment:	
Date of first review:	Renewed/ Resigned

---* End of volunteer agreement *---