

## VOLUNTEER COMMITMENT FORM

This form acknowledges your commitment to serve as a volunteer for the IIBA Saskatchewan Chapter. A volunteer is a position of significant importance and we thank you for your contributions. As a volunteer, you are asked to agree to the minimum standards as outlined below. The minimum standards assure the partnership between the Chapter and the volunteer will be a good fit.

As a Chapter volunteer, you will be requested to perform tasks as outlined in the Volunteer Activity Statement of Work. These statements of work will include the objectives, scope, tasks, and estimated time commitment. Deliverables of these activities will be subject to review and evaluation by Board members and may result in further revisions as deemed necessary by the Board.

By signing this form, you agree to:

1. Accept a statement of work only if you have the time and ability to complete the tasks.
2. Perform assigned tasks to the best of your abilities and report on a punctual and consistent basis to the responsible Director or Committee Chair.
3. If your circumstances change and you cannot meet the required time commitment, contact your responsible Director or Volunteer Coordinator as soon as possible.
4. Abide by the confidentiality and conflict of interest clauses in Appendix A and B.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Experience:  Junior Level  Intermediate Level  Senior Level

Interests:  Communications  Marketing  Fundraising / Sponsorship  
 Documentation  Technology  Website Design / Development  
 Study Groups  Event Planning  Public Speaking / Facilitation  
 Other (please specify): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The Chapter or Volunteer may cancel this agreement at any time by notifying the other party.*

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### **APPENDIX A – Confidentiality**

The Volunteer acknowledges that the Agreement with the Chapter is to keep all information belonging to the Chapter and/or the members absolutely confidential and protect its release to the public. The Volunteer agrees not to divulge, reveal, report or use for any purpose other than completion of the assigned task, any confidential information which the Volunteer has obtained or which was disclosed to the Volunteer by the Chapter.

The Obligation to protect the confidentiality of the Chapter's and/ or its members' confidential information is indefinite and will survive the termination of the Agreement.

The Volunteer may disclose any of the confidential information:

- To a third party where the Chapter has consented in writing to such disclosure; and
- To the extent required by law or by request or requirement of any judicial, legislative, administrative or other governmental body. However, the Volunteer will first have given prompt notice to the Chapter of any possible or prospective order (or proceeding pursuant to which any order may result), and the Chapter will have been afforded a reasonable opportunity to prevent or limit any disclosure.

### **APPENDIX B – Conflict of Interest**

All Directors, appointed committee members and authorized representatives of the Chapter shall disclose any interest or affiliation they may have with any entity or individual with which the Chapter has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, or influencing the consideration of, such matters.