

## Volunteer Agreement

Welcome to APM as a newly registered volunteer. Each and every volunteer plays an important role in helping us achieve our goals and we are grateful for your dedication. Your skills and expertise will be invaluable.

This Volunteer Agreement sets out key principles by which all our volunteers and staff members work towards achieving our shared vision of a world in which all projects succeed.

### Our volunteers

Volunteers have a pivotal part to play in our future. We need the support of everyone in our volunteer community, undertaking a range of activities, which will have a positive impact on our profession.

Volunteering should be rewarding, motivating and, most of all, fun. It should help you to develop new skills and networks that will in turn support your professional and personal goals. Even if you only have a few hours to spare each year, you can still make a valuable contribution.

APM currently holds the Investing in Volunteers Quality Standard. Achieving this quality accreditation publicly demonstrates APM's commitment to volunteering and effective volunteer management.

### Volunteering principles – our mutual commitments:

#### As a chartered organisation we commit to:

- encouraging members of our community to seek out appropriate opportunities to collaborate, and facilitate their involvement in an inclusive manner;
- ensuring all volunteers are integral to APM and fully supported by APM's staff and infrastructure. Our team can be reached at [volunteers@apm.org.uk](mailto:volunteers@apm.org.uk)
- providing volunteers with onboarding, induction/update sessions and ongoing guidance, as well as the opportunity to join (in-person or online) our Volunteer Development Forum;
- recognising that volunteers will sometimes be limited in what they are able to deliver. Volunteers should feel able to challenge or decline any requests they consider unrealistic or for which they do not have the requisite skills, time or energy;
- reimbursing reasonable expenses occurred on APM business, according to our [volunteer expenses policy](#);
- provide cover by APM's business travel insurance policy whilst on APM business;
- respecting, recognising and valuing contributions from all areas of the volunteer community;
- resolving any issues which may be encountered in an appropriate, fair and constructive manner;
- maintaining a dialogue between all participants through representative groups and consultation;
- making collaboration with us a fun and rewarding experience;



- the principle of equality of opportunity and aiming to ensure that all present and potential members, volunteers and employees are treated fairly and on an equal basis, irrespective of their background or protected characteristics.

All our volunteers agree to:

- act in the best interests of APM at all times and with absolute probity and integrity, abiding by our Expected Behaviour Policy and Code of Conduct;
- act professionally and in line with APM's values (Progressive, Thoughtful, Warm, Excellent) and strategic objectives;
- meet agreed expectations for their volunteering role, referring to the specific guidance provided by the APM team for each role;
- undertake activities in a positive, structured and safe manner in line with all APM policies and procedures, especially those relating to health and safety, safeguarding, conflict of interest, intellectual property rights, confidentiality and data protection;
- show respect to fellow volunteers, APM employees, members, customers and suppliers;
- gather and relay any feedback to APM, aiding in our continuous improvement;
- maintain the confidentiality of all information relating to APM, its members, employees and customers;
- honour any commitments made to the best of their ability; notify their APM point of contact (typically the Senior Volunteering Manager) with reasonable notice should conflicts/circumstances arise affecting their ability to honour their volunteering commitments, either temporarily or permanently. The earlier you can do this the better: they can talk through your options and find a solution that is the best for both you and APM;
- be committed to honouring the spirit of this agreement whenever acting in their capacity of an APM volunteer;
- receive a quarterly newsletter containing updates about the volunteer programme, opportunities, and benefits. You can opt out at any time via the link in the newsletter or through your account preferences.

### **Nature of the agreement**

This agreement recognises that APM volunteering is unpaid and there is no expectation of payment, other than reimbursement of reasonable expenses. It is not a legally binding document and does not form a contract of employment with APM.

For the avoidance of doubt, volunteering with APM does not create any formal contracting or employment relationship for individual volunteers.

By accepting the role of APM volunteer and completing the onboarding process, you agree to follow the volunteering principles stated above.

We look forward to working with you and are excited to see the great things we can accomplish together, contributing to a world in which all projects succeed. Thank you again for your commitment to APM and to the project profession.

*Amy Morely*  
APM Board Chair

*Prof Adam Boddison OBE*  
APM Chief Executive