**Co-op member or volunteer?**

| **Co-op member** | **Volunteer** |
| --- | --- |
| Legally and morally responsible with others to run Voice of Youth safely, and to a good standard. | Help out with Voice of Youth without having to take so much responsibility. |
| Being very committed –attend all (or at least 90%) of your youth work sessions and meetings unless for unavoidable reasons, let colleagues know and find cover where necessary. | Attend everything you have committed to, and please let us know if you can’t, but don’t worry if you can’t make it every time. |
| Commit to at least 6 months-1 year, and please give at least 2 months’ notice before leaving / taking a long break | Commit to at least 6 months, and please give at least 1 month’s notice before leaving / taking a long break |
| At present co-op members mostly do voluntary work. Paid 3 hours per month for meetings. Potentially paid for some sessional work. Some co-op members choose to be unpaid. | Unpaid. May receive thank-you’s such as vouchers for special projects, etc. |
| Some experience of youth work needed | No experience of youth work needed |
| As a co-op member you cannot usually be a 'young person' in any VOY group | If you are a young volunteer, you can attend one VOY group while volunteering at another |
| Will receive travel expenses for unpaid work. |
| Free refreshments provided at meetings. |
| VOY will organise free training, socials, etc. |
| You will have a supervisor but no manager! |
| You have an equal right to have your say at meetings! |

**Volunteers' agreement**

Between Voice of Youth and [enter name of volunteer]: …........................

**Agreement by volunteer:**

**I agree that I will:**

* Aim to attend 50% or more of the monthly co-operative meetings and let people know when I can't come
* Be clear about what groups I am committed to working on regularly
* Give my colleagues as much notice as possible if I cannot attend a session with young people
* Work towards learning about and upholding VOY's principles
* Work towards VOY's policies, especially around working safely and supportively with young people
* Bring it up at a supervision if I would like to have more / less/ different responsibilities
* Intend to commit to VOY for at least 6 months if possible and aim to give 1 month's notice if I need to leave or take a lengthy break

**I intend to** contribute around ….. hours per week / fortnight, and discuss any changes at a co-op meeting.

My responsibilities will include (tick / cross out):

* Youth worker at …........ group every week / every fortnight
* Youth worker on other projects e.g. school holidays
* Providing cover for absent volunteers if available
* Other …..............................................................................................................

I understand that if I do not keep to this agreement it will be discussed at a co-op meeting and/or supervision. I will have the chance to give my perspective at a co-op meeting. If necessary I can be asked to leave but this will be avoided if possible.

**Signed by volunteer:** …........................................................

**Print name:** ….....................................................

**Agreement by Voice of Youth towards volunteers:**

**VOY will:**

* Ensure everyone has the right and the space to contribute views and ideas, including if they are different from others' opinions
* Value my contribution as a volunteer without further expectations
* Provide a supervisor who will meet with each volunteer for at least one hour every three months
* Pay reasonable travel expenses for any voluntary work undertaken, and provide refreshments at co-op meetings, planning sessions, supervisions, etc
* Make decisions fairly at co-operative meetings, taking everybody's view into account
* Be open to challenge, including on issues of equality and anti-oppressive practice
* Provide occasional training, development opportunities and socials
* Write a reference for job or study applications
* Write a placement report and provide additional placement-related supervision, if agreed

**Signed by (as many members as possible, on behalf of the co-op):**

**\* Any changes should be discussed at a co-op meeting \***

**Co-op members' agreement**

Between Voice of Youth and [enter name of co-op member]: …........................

**Agreement by co-operative member:**

**I agree that I will:**

* Take responsibility for my communication with the group
* Commit to attending monthly co-operative meetings, aiming for 90% attendance (not including illness or other important reasons –but I will let everyone know and if it's ongoing I will discuss it with everyone)
* Be clear about what groups I am committed to working on regularly
* Give colleagues a minimum of two weeks' notice of planned absences at my regular sessions with young people, and take responsibility for finding suitable cover if necessary
* Commit to upholding and promoting VOY's principles
* Take joint responsibility for the legality, safety and sound finances of VOY
* Register as self-employed and declare my income (if I want to be paid for any VOY work)
* Follow VOY's policies, especially around working safely and supportively with young people
* Bring it up at a supervision if I would like to have more / less / different responsibilities
* Intend to commit to VOY for at least six months to one year, and give 1-2 month's notice if I need to leave or take a long break

**I intend to** contribute around ….. hours per week / fortnight. My responsibilities will include [tick / cross out below]:

* Youth worker at Lea View every week / every fortnight
* Youth worker on other projects e.g. school holidays
* Other youth work
* Providing cover for absent volunteers / co-op members if available
* Being supervisor for co-op members / volunteers
* Other …..............................................................................................................

I understand that if I do not keep to this agreement it will be discussed at a co-op meeting and/or supervision. I will have the chance to give my perspective at a co-op meeting. If necessary I can be asked to leave but this will be avoided if at all possible.

**Signed by co-op member:** …................................. **Print name:** ...............................

**Agreement by Voice of Youth towards co-op members:**

**VOY will:**

* Provide a supervisor who will meet with each co-op member for at least one hour every three months (more often for those with weekly contact with young people)
* Ensure everyone has the right and the space to contribute views and ideas,including if they are different from others' opinions
* Pay reasonable travel expenses for any voluntary work undertaken, and provide refreshments for co-op meetings, planning sessions, supervisions, etc
* Make decisions fairly at co-operative meetings, taking everybody's view into account
* Be open to challenge, including on issues of equality and anti-oppressive practice
* Provide occasional training, development opportunities and socials
* Ensure that it is clear whether paid work is available and how decisions on paid work are made –see ‘paid work for cooperative members’, below
* Write a reference for job or study applications

**Signed by as many members as possible, on behalf of the co-op:**

**\* Any changes to this agreement should be discussed at a co-op meeting \***