



In partnership with  Volunteering Otago

University of Otago Volunteer Centre Terms & Conditions

These terms and conditions shall apply to the promotion of volunteer roles by the University of Otago through the University Volunteer Centre (the "UVC") on behalf of approved volunteer organisations.

1. Approval of Organisations by the UVC

- (a) A community organisation ("Organisation") must be approved by UVC staff before any of its voluntary roles will be considered for promotion to students and staff of the University of Otago.
- (b) An Organisation wishing approved status must provide such information in relation to its status as an organisation, its activities, and its personnel as the UVC may require. Such details will be recorded on an *Approved Organisation Registration Form*.
- (c) Approval shall not be available in respect of voluntary work offered by individuals who are not acting on behalf of a community organisation.
- (d) The UVC may cancel an Organisation's approval at any time and shall not be required to provide any reason for declining or cancelling approved organisation status.

2. Insurance

- (a) It is the responsibility of an approved Organisation to ensure it maintains insurance appropriate for the activities in which a volunteer will be engaged and an Organisation will provide details of covers held on request by the UVC at any time.
- (b) If a volunteer is invited to undertake voluntary duties which are not covered by insurance, the Organisation will advise the volunteer that he/she would be engaging in the activity at his/her own risk.

3. Approval of Volunteer Roles

- (a) Approved Organisations must provide such information as the UVC may require in relation to each role it wishes the UVC to promote to students and staff. The minimum information required shall be:
 - (i) The name of the organisation advertising the volunteer role;
 - (ii) The name of a contact person;
 - (iii) The address and phone number of the organisation, individual or contact person;
 - (iv) An adequate description of the nature of the role being offered.
- (b) Relevant details of each approved role will be recorded on a *Volunteer Role Description Form*.
- (c) The UVC shall not be required to provide any reason for declining to approve and promote any particular role with an Organisation.

4. Filling of roles

- (a) It shall be the responsibility of an Organisation to fill its volunteer roles and to establish the suitability of individual volunteers for such roles. In particular, an Organisation shall be entirely responsible for establishing whether:
 - (i) a prospective volunteer has the appropriate attributes and skills for the proposed role; and
 - (ii) is a fit and proper person to be engaged in volunteer work by the Organisation and in the proposed role.

- (b) It is the Organisation's responsibility to ensure that in filling volunteer roles it complies with all applicable legislation, including the Human Rights Act 1994, the Privacy Act 1993 and with any requirements of these Terms and Conditions, as amended from time to time.
- (c) The Organisation acknowledges that in offering voluntary work to an individual registered with the UVC it does so entirely on the basis of its own independent assessment of the volunteer's skills and background as suitable for a role within the Organisation. The Organisation acknowledges that it does not rely on any information provided or representation made by the UVC in that regard.

5. Responsibilities of the UVC

- (a) The UVC will promote approved roles to students, staff and alumni registered on the UniCrew workgroup database;
- (b) The UVC will provide to prospective volunteers the details recorded on Approved Organisation Registration Forms and Volunteer Role Description Forms;
- (c) The UVC will share with Volunteering Otago details of an Organisation and its volunteer roles.

6. Responsibilities of Approved Organisations

- (a) The Organisation will enter into a suitable volunteer agreement with a prospective volunteer before the volunteer starts working for the Organisation;
- (b) The Organisation will inform the UVC and each prospective volunteer of its decision to place or decline a volunteer applicant.
- (c) The Organisation will supervise the work, monitor the conduct, and ensure the health, safety and welfare of all/any volunteer/s under its direction
- (d) The Organisation will uphold best practice in engaging and dealing with volunteers.
- (e) The Organisation will manage all volunteer roles so as to comply with all applicable legislation, including the Human Rights Act 1994, the Privacy Act 1993 and the Health and Safety in Employment Act 1993, and with any requirements of these terms, as amended from time to time.
- (f) The Organisation will ensure there is no cost to the volunteer involved in performing the role

7. Liability

- (a) To the full extent permitted by law, the liability of the University of Otago for any act or omission on the part of a volunteer is hereby excluded.
- (b) The Organisation acknowledges that in selecting and assigning responsibilities to a volunteer it does not rely on any representation made by UVC as to the suitability of the volunteer for a role with the Organisation.

8. No agency

- (a) The Organisation shall not by virtue of its approval under these Terms and Conditions, or otherwise, be regarded as a contractor, agent or partner of the University and it shall have no authority to bind or speak for the University on any matter.
- (b) No staff member or student of the University of Otago engaged by an Organisation as a volunteer shall have any authority to bind or speak for the University in that capacity.

9. Acceptance

- (a) By seeking or obtaining approved status with UVC and or by submitting volunteer roles to UVC an Organisation is deemed to have accepted these Terms and Conditions and, to the extent of their prospective effect, any amendments which may be notified to the organisation by the UVC from time to time.

10. Applicable Law

- (a) These terms and conditions shall in all respects be construed and governed by the laws of New Zealand.