



# ENDOMETRIOSIS AUSTRALIA

## MISSION

Endometriosis Australia (EA) endeavours to increase recognition of endometriosis, provide endometriosis education programs, and help fund endometriosis research. We strive to build strong relationships with existing endometriosis support networks throughout the country.

## OBJECTIVES

- To engage in a strong awareness campaign to inform, the medical community, business, media and the public about endometriosis.
- To create and provide unique programs for women with endometriosis, communities, schools, businesses and individuals involved in improving health outcomes for women with endometriosis.
- To represent the tens of thousands of women and girls throughout Australia that have endometriosis.
- To work with those health professionals who treat the condition and with researchers working to find solutions.
- To raise funds for continued ground breaking research in Australia into the causes, treatments and ultimately prevention of endometriosis.

## VALUES

The organisation's values; the standards expected of all staff, volunteers, members,

- Trustworthiness
- Respect
- Responsibility
- Caring
- Justice and fairness
- Citizenship

## DEFINITION OF A VOLUNTEER

- This group of internal stakeholders are EA supporters who are committed to provide more than passive support to the organisation. They are willing to volunteer their time, skills & /or goods & services for the benefit of the organisation.
- Volunteers' involvement could cover volunteer co-ordination, authorised fundraising, liaising with internal & external stakeholders, EA operational tasks & roles (e.g. admin, database, records, website, social media, research coordination).
- Volunteers are required to be conscious of our rules & codes of conduct, & to confirm in writing their undertaking to comply therewith.

# VOLUNTEER RIGHTS & RESPONSIBILITIES

## YOUR VOLUNTEER RIGHTS

In recognising the important role volunteers fill, Endometriosis Australia acknowledges that Volunteers have a number of rights.

These include the right to:

- Operate in a safe working environment.
- Receive support and respect from staff and fellow volunteers for your skills, dignity, and individual needs.
- Be involved in decision making where appropriate.
- Receive adequate information, a clear job description,
- Insurance cover whilst volunteering, out of pocket expenses reimbursement (as agreed with your manager) and the correct equipment to do the job.
- Be trusted with confidential information that will help you carry out your work more effectively.
- Say “No” to any volunteer assignment that you believe to be inappropriate, unsafe, or unacceptable and provide your reasons in doing so.
- Know the person or group to whom you are responsible and to have clearly defined channels of communication open to you.
- Give feedback to management and staff, eg. ways to improve programs, new ideas.
- To be treated as an equal partner with staff, jointly responsible for accomplishment of the mission of Endometriosis Australia

## YOUR VOLUNTEER RESPONSIBILITIES

Hand in hand with rights are responsibilities. Your responsibilities as an Endometriosis Australia volunteer are:

- To perform assigned volunteer duties to the best of your ability in an efficient and positive manner.
- To perform duties in line with Endometriosis Australia’s Mission and Values
- To meet time and duty commitments, or to provide adequate notice (24hrs) so that alternate arrangements can be made.
- To accept supervision, to abide by the limits of your volunteer job description, and to seek help from your supervisor or the organisation in a timely manner with any problems that might arise while you are volunteering.
- To give and receive feedback, suggestions and recommendations regarding your work.
- Not to pressure others into accepting your personal views, values or standards.
- To treat people you work with fairly, to support and encourage fellow volunteers and staff.
- To adhere to Endometriosis Australia policies and procedures.
- You are expected to respect the privacy of others
- To support Endometriosis Australia workplace policies such as anti-discrimination, SunSmart, non-smoking and workplace health and safety.
- To act at all times as a conscientious member of the team responsible for accomplishing the mission of Endometriosis Australia.
- To acknowledge that I am not authorised to represent Endometriosis Australia in the media unless arranged by a Director or appropriate member of staff.
- To accept that becoming a volunteer is not automatic, and that Endometriosis Australia has the right to release me from my volunteer duties at any time that it believes doing so is in the best interests of the organisation or its mission.



## IMPORTANT INFORMATION

- This document is private and confidential. It is not to be discussed with or distributed to third parties; this includes any negotiation relating to this project.
- In signing this document you agree to the points outlined. The following persons are authorised to sign this agreement on behalf their organisation.

### Volunteer

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorised Endometriosis Australia Director

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director

**Endometriosis Australia**