



Volunteer Agreement for Panel of Expert/Working Group Coordinators

This Volunteer Agreement is entered into with the European Federation of Geologists (EFG) for a duration of three years.

The Volunteer is willing to donate their time and services to EFG for the position of [Working Group Coordinator], in turn the organisation is willing to accept such time and service by the Volunteer.

In consideration of the above, the parties hereby agree to the following terms and conditions:

Services Provided by the Volunteer

The volunteer is able to provide the following services as well as take account of other needs the organization may have:

- Coordinate the activities of the [Working Group on TOPIC] to ensure that the Working Group:
 - Contributes to enhancing EFG's visibility, emphasising the importance of geoscience for society, and influencing EU decision-making in this regard.
 - Provides high-quality information and advice to the European institutions, international NGOs and professional bodies on the topic of [TOPIC].
 - Participates in relevant workshops or meetings with EU policy makers.
 - Participates in relevant EU Working Groups on behalf of EFG.
 - Participates in relevant EU public consultations on behalf of EFG.
 - Drafts state-of-the-art reports and position papers.
 - Contributes to any other requests brought up by the EFG Council or Board.
- Establish an annual action plan for the Working Group in advance, taking into consideration the multi-annual EFG Strategic Plan and submit it to the EFG Secretariat by 15 September of each year.
- As part of the annual action plan, provide a list of events relevant for the panel to engage with, which the EFG Board may consider including in the annual event calendar.
- Organise quarterly meetings with the Working group members to discuss the action plan implementation and any other relevant topics.
- Provide bi-annual reports on Working Group activities to the EFG Secretariat related to the Council meetings which are typically held in November and May.
- Report on Working Group activities during these bi-annual EFG Council meetings, either virtually or in person upon invitation.



- Participate in an annual meeting with the coordinators of the other EFG Working Groups/Panel of Experts, either virtually or in person upon invitation.
- Provide a record of volunteer hours on the EFG Volunteer Record form.

Services Provided by EFG

EFG acknowledges the significant commitment and value of the Volunteer and will provide the following, subject to the Volunteer remaining in good standing:

- EFG will reimburse reasonable expenses incurred by the Volunteer in undertaking their duties as Working Group coordinators. These expenses should be planned in the annual action plan and need to be previously approved by the EFG Treasurer and Executive Director in writing. The arrangements for payment of expenses are as set out in the EFG Travel Policy.
- EFG Board members and the Secretariat will provide professional accolades with intent to support the career of the Volunteer. Examples include but are not limited to letters of reference, acting as a reference contact, providing feedback on LinkedIn and other social media to highlight the contributions offered by the Volunteer.
- The Volunteer may receive online training through the EFG Academy and other EFG training avenues as appropriate and practicable with concurrence from the Board. The Volunteer will benefit of a 20% discount to all the EFG Academy courses for the duration of their mandate.

Wages

The volunteer understands the services provided will be a donation and under no circumstances will expect wages or salary from EFG for the services provided within this volunteer agreement. This agreement only covers volunteer services. Should the volunteer be interested in contract work outside of this role, they can be compensated under that contract while still maintaining their volunteer status under this agreement.

Coordination

The Volunteer should report to the Executive Director on an annual basis, linked to the action planning, or as requested by either party for coordination, instruction or guidance.

Employment

The Volunteer understands they are under no circumstances considered an employee of EFG. Furthermore, EFG acknowledges the Volunteer is not an employee and may provide services at free will.

Liability

The Volunteer agrees to indemnify and hold EFG harmless against any damages related to the Volunteer's activity.

Additionally, EFG shall hold the Volunteer harmless against any damages related to the Volunteer's service.



Term

This volunteer agreement is entered into for a duration of three years. It shall begin on [Agreement Start Date] and will end on [Agreement Expiration Date].

The Volunteer has agreed to provide up to 120 hours per year during the term of this agreement.

Termination of the Agreement

Because the Volunteer is not an active employee, they may terminate this volunteer agreement at any time for any reason they deem necessary, with 30 days' notice.

EFG may decline to accept the Volunteers time and may terminate this agreement with 30 days notification.

Emergency

In the event that an emergency should occur while the Volunteer is providing services, the following contact should be notified immediately.

Emergency Contact Name: [EmergencyContact.Name]

Emergency Contact Phone: [EmergencyContact.Phone]

By signing below, both parties agree to the terms of this volunteer agreement.

Volunteer:

[Name, position title]

Electronic Signature with date stamp

European Federation of Geologists:

[Name, position title]

Electronic Signature with date stamp