

Volunteer agreement

Training

Centre
Rebuilding the centre ground

Date these procedures came into effect: 01/01/2026

Date these procedures must be updated by: 01/01/2027

This handbook sets out what a volunteer agreement is, what it is not, what you can expect as a member of our team, leaving as a member of our team, and no-confidence votes.

What this agreement means

This agreement is not a “contract between you and the organisation”, in this case, the organisation is Centre Think Tank. However, it gives you an idea of what you can expect from us. This means it is not legally binding, but we will operate according to these rules. To volunteer for Centre Think Tank, you must be over the age of 18.

What to expect as a member of our team

We will do the following while you are part of our team:

- Provide access to software covered by our existing subscriptions, such as our Zoom account, when needed for your tasks. We can also recommend free alternatives where appropriate, for instance, Google Docs instead of Microsoft Word.
- Direct all new team members to the Training Hub on our website, which includes guides and videos. You may also request that additional training materials be created.
- All tasks are optional; if you would prefer not to complete a particular task, please let us know, ideally before starting. We will then provide an alternative.
- Some team members have recurring responsibilities, such as answering emails or scheduling social media posts. If you are unable to complete these duties on certain days, become unwell, or no longer wish to continue, please notify the Director. They will either take over the task or reassign it.
- Provide feedback on completed tasks where improvements can be made.
- Offer support if you are finding a task difficult or have any questions. Simply contact the Director, who will help you work through the issue.
- Make adjustments to tasks or working processes to improve accessibility. Please inform the Director if you need changes to support your work. We also assign most of our tasks using worksheets with instructions.

We will not do the following while you are a member of our team:

- Require travel, as our organisation works entirely remotely.
- Cover costs for food, drinks, or equipment used while volunteering, aside from software already provided through our existing subscriptions.

Leaving our team

You may leave our team at any time, although you should check our internal workings document, as some roles require you to give notice before leaving. This includes some safeguarding and complaints roles.

Votes of no confidence

If we cannot get in contact with members of our team, then we may need to run a no-confidence vote. If passed, the individual will no longer be a member of our team. This does not mean an individual is no longer able to volunteer for us or apply for another role.

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