

# Australian Volunteers Program Alumni Representative Agreement and Code of Conduct

## 1. Roles and Responsibilities

- 1.1. I have read and understood all the information contained in the Alumni Representative Position Description. I agree to comply with the responsibilities and expectations as outlined in the Alumni Representative Position Description and attend and/or host all required events throughout my tenure as an Alumni Representative as well as support program advocacy initiatives as required.

## 2. General obligations

As an Alumni Representative I agree to the following obligations:

- 2.1. Refrain from any conduct that may bring the Australian Government and the Australian Volunteers Program into disrepute.
- 2.2. Will not represent myself as an employee or agent of the Commonwealth of Australia, the Australian Volunteers Program or AVI.

## 3. Confidentiality

- 3.1. I will not disclose, abstract, or publish any restricted government documents or confidential information, including reports, to third parties without the authorisation of the Australian Volunteers Program.

## 4. Contact with media

As part of my role as an Alumni Representative I agree to:

- 4.1. Take part in official Australian Volunteers Program or public diplomacy activities.
- 4.2. Inform the Australian Volunteers Program Alumni team of any contact made with the media regarding my involvement in the Australian Volunteers Program, before agreeing to publish anything.
- 4.3. Clear any materials to be supplied to the media for publication (including the Internet) with the Australian Volunteers Program Public Diplomacy Team.
- 4.4. Adhere to the program's Volunteer Media Guidance

## 5. Communication policies

I agree to the following communication policies while using the state-based alumni Facebook Groups, the LinkedIn group, email accounts, and any other online tools I engage with in my capacity as an Alumni Representative:

[australianvolunteers.com](http://australianvolunteers.com)

The Australian Volunteers Program is an Australian Government initiative.

- 5.1. I will not send, receive, download, display, print or disseminate any information that is sexually explicit, obscene, profane, harassing, discriminating or offensive.
- 5.2. I will not use online tools or platforms provided by the Australian Volunteer program for personal use.
- 5.3. I will not forward chain emails.
- 5.4. I will not violate any State, Federal or International laws.

## 6. Acknowledgements

- 6.1. Australian Volunteers Program reserves the right to end the tenure of the Alumni Representative if the Alumni Representative fails to comply with this Agreement and Code of Conduct.
- 6.2. This Agreement and Code of Conduct is binding on the Alumni Representative.

### **DECLARATION BY THE ALUMNI REPRESENTATIVE:**

I declare that I have read and understood the above statements regarding the conditions of being an Alumni Representative.

I acknowledge and accept that I am bound by the conditions in this Agreement, and I understand that any breach of the above conditions may result in my position as an Alumni Representative being cancelled.

Name of returned volunteer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed in the presence of: (print witness name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Declaration acknowledged on behalf of Australian Volunteers program:*

Name:

Position:

Signature:

Date: