

Sample Terms of Agreement

Thank you for volunteering to be part of **[name of group here]**! Your involvement not only supports the success of our organization, but we also hope it brings you **[enter the specific benefits here (e.g., leadership development, skill building, increased visibility, greater influence, a sense of shared purpose and connection)]**.

This agreement is intended to define clear expectations and support a productive, rewarding experience for everyone involved.

As a committee member, you are agreeing to the following responsibilities.

- Understand the committee's purpose: **[state the purpose here]**.
- Establish and document a method to gather ideas from the area you are representing.
- Create and document a regular way to communicate with the area you are representing.
- Introduce yourself as the committee representative to new hires in your designated area within 30 days of their start date.

Term: 1 year

Expectations:

- Attend the onboarding training to be held **[enter date]**.
- Attend 75% of the meetings.
- Communicate if you cannot attend a meeting by emailing **[insert name and email]** prior to the meeting.
- Report monthly accomplishments by the fifth day of the month to **[insert name and email]**.

If you're unable to meet the expectations of your volunteer position, please notify **[insert name and email]** as soon as possible. If requested, be prepared to recommend someone who could take your place and help ensure a smooth transition for the team.

I acknowledge that I have read and agree to these terms.

Name

Date

