

Dear X,

Association for Improvements of the Maternity Services - Ireland (AIMS)

Re: Volunteer role

Welcome to AIMS Ireland. Thank you for giving your time to this valuable work. Your work will make a huge difference to people using maternity services.

It is important that you are willing to commit to a long term relationship as you will be working with people, often at a very vulnerable time in their lives and for whom frequent change can be disruptive. The people who contact AIMS Ireland's support services rely on its volunteers to provide a safe, confidential, non-judgmental and consistent environment and approach.

The woman and families you are supporting will need prompt, straightforward, unbiased and clear information, often with urgency. The families we support will often need information and support during difficult situations where difficult decisions need to be made. It is not the place of the volunteer to make or influence those decisions, it is merely our role to provide the family with adequate, evidence-based information so they may empower themselves to make the decision. Our volunteers do not judge or counsel, or offer medical advice. The volunteer may refer to AIMS Ireland approved organisations/professionals where necessary.

Please note:

- Volunteering with AIMS Ireland also involves joining and supporting us in the many public campaigns we support as part of our remit to improve the maternity services of Ireland.
- We are a pro-choice organisation and all volunteers must align themselves with the pro-choice lobby.
- We require all volunteers to commit to at least 12 months of service with a minimum of 1 month's notice given to terminate agreement.
- Under no circumstances may volunteers use their role to promote a grouping or private enterprise unless given prior approval by the AIMS Ireland Committee and/or Chair.
- Volunteers are required to operate in the strictest of confidence at all times and with due regard to data protection laws.

As volunteer, you become an integral element in supporting people who contact us. AIMS Ireland volunteers can gain a wide variety of experience as we are a small organisation. In return for your commitment to the people in our communities that you are supporting, you benefit by the development of your own skill set, and enjoy a long term relationship with likeminded people in this organisation. AIMS Ireland volunteers often choose to commit to volunteering with AIMS for longer than 12 months and some are volunteering for more than 10 years.

Due to the sensitive and confidential nature of the activities of AIMS, we ask our volunteers to agree to a Volunteer Agreement, see below.

Please sign and return a copy of this letter me by way of acceptance of the above terms. You should retain a copy for yourself.

Thank you for your co-operation and we look forward to working with you.

Yours sincerely,

AIMS Committee

VOLUNTEER CONFIDENTIALITY NON-DISCLOSURE AGREEMENT

This Nondisclosure Agreement ("Agreement") is made and effective the ____ Day of ____ Year ____

BETWEEN: AIMS (the "Company"),

AND:

.....

Under the position of

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1. ACCESS TO CONFIDENTIAL INFORMATION

During the course of your volunteer term with AIMS, you may have access to information in respect to the nature of the Company, our members, our clients and our volunteers which is strictly confidential. You will not during or after your volunteer term, divulge, disclose or communicate (whether directly or through failure to exercise due care and diligence) to any person any confidential information or otherwise make use of any confidential information concerning the nature of the Company, or any of its dealings, transactions or affairs, or any trade secret or confidential information concerning its suppliers, agents, members and volunteers except in the proper course of your volunteer duties with the Company or as required by Law. Any breach of confidentiality will be regarded as a matter justifying summary dismissal.

The provisions of this entire clause will continue in force after cessation of your volunteering term (for whatever reason).

2. VOLUNTEER'S OBLIGATIONS

In consideration of being accepted as a Volunteer, I _____ agree to hold in the strictest confidence any confidential information which is disclosed to me during my volunteer term and at any other time after the completion of my volunteer term. I agree not to reproduce any documentation or materials without prior permission and agree that in advance of cessation of my volunteer term I will safely dispose of all of the Company's documentation, emails and materials that are in my possession. I agree not to remove any documentation, equipment or other materials from any of the Company's premises or event locations without prior written permission.

In addition, in all my dealings with AIMS I agree to:

- Act in good faith and in the Company's interest.
- Act honestly and responsibly in relation to the Company.
- Act in line with the Company's constitution and the law.
- Not use my powers for personal gain or for the benefit of others at the Company's expense.
- Act with due care, skill and diligence.

3. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Company and _____ with respect to its subject matter. It supersedes all earlier representations and understandings, whether oral or written.

I accept, in full, the terms of this agreement.

.....
Print Name

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Sign Name

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Date