**Volunteer service agreement**

This is a voluntary agreement between the International Union of Architects (UIA) as appointed Director/member of the UIA Commission “*to be completed*” /Work Programme “to be completed”. This appointment is for the period 2021-2023, but may be revoked at any time by either party for any reason.

As a **volunteer**, I agree to:

Undertake my role to the best of my ability to serve the UIA.

Follow the UIA’s established procedures, and abide by its relevant policies.

Show due regard for the UIA, its paid staff and other volunteers.

Complete the work of the the UIA ““*to be completed*”” Commission/ Work Programme timely and to the highest standard.

Attend all scheduled meetings, or advise the Secretariat in advance if I cannot.

Maintain records of my service, and prepare all requested reports.

Raise any matters of concern with UIA the President or Secretary General.

Maintain confidentiality where appropriate, and exercise ethical conduct.

Meet reasonable time commitments, giving notice when this is not possible.

The **organisation** will do its best to:

Define expectations of the role, its aims and the dates of expected service.

Provide meeting facilities and staff support within reasonable limits.

Seek fair and quick resolution of any problems that may arise.

Support the dissemination of information, and issue timely meeting notices.

Assist in issuing timely reminders, reports, and meeting minutes.

Provide timely information on developments affecting the volunteer work.

**Volunteer service agreement:** This agreement will be interpreted according the UIA bylaws, statutes and policies.By accepting, I agree to provide time, expertise and resources to the UIA and to uphold its goals. My service is voluntary, with no expectation of financial remuneration or compensation. I have the necessary financial means to complete this work, including attending or otherwise participating in meetings. I know of no conflict of interest in accepting this appointment. I will advise the UIA President and Secretary General immediately should a conflict of interest arise. By signing and dating below, I accept this appointment and agree to serve according to these terms.

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**UIA volunteer** signature

Position title: Director / Member of UIA Commission/ WP “to be completed”

Name (Capitals):

Date: