

Volunteer Agreement

Volunteers are an integral part of AUTM's mission to grow and advance technology transfer and knowledge exchange worldwide. By contributing your time and skills, you help us achieve our goals and positively impact the communities we serve. This agreement is designed to outline the mutual understanding, expectations, and responsibilities of our partnership, ensuring a respectful, professional, and productive environment for all.

1. Purpose

The purpose of this Agreement is to define the expectations and responsibilities of both AUTM and our volunteers to ensure a positive and productive working relationship.

2. Duties and Responsibilities

I agree to perform the duties outlined in the committee charter provided by AUTM. I will:

- Carry out assigned tasks to the best of my ability.
- Abide by the policies and procedures of AUTM.
- Act in the best interests of AUTM and its mission.

3. Duty of Care

I agree to exercise reasonable care, diligence, and skill in performing my assigned duties. This includes:

- Abiding by the AUTM Code of Conduct
- Reporting any hazards, incidents, or concerns to the appropriate staff person.
- Ensuring the well-being of myself and others while volunteering.

4. Duty of Loyalty

I commit to acting in good faith and in the best interests of AUTM. I will:

- Avoid conflicts of interest and disclose any potential conflicts immediately.
- Not use my position or any information gained through my role for personal gain or the benefit of third parties.
- Abstain from actions or behaviors that could harm the reputation, mission, or objectives of AUTM.
- Immediately report any situation that may compromise my loyalty or the integrity of the organization.

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- Represent AUTM in a positive, ethical, and professional manner in all interactions, both within and outside the organization.

5. Confidentiality

I acknowledge that during my volunteer work, I may have access to sensitive and proprietary information, including but not limited to:

- Internal documents and records.
- Financial information.
- Personal information about staff, volunteers, or clients.

I agree to:

- Keep all confidential information secure, safeguarded, and not disclose it to any unauthorized person or entity, either during or after my tenure with AUTM.
- Use confidential information solely for purposes directly related to my volunteer role and the objectives of AUTM.
- Take all necessary precautions to prevent unauthorized access to confidential materials, including securing documents and digital information.
- Promptly return or securely destroy all confidential materials, including physical and digital copies, upon termination of my volunteer role or at the request of AUTM.
- Acknowledge that any breach of confidentiality may result in immediate termination of the volunteer role and potential legal consequences.

6. Conflicts of Interest

AUTM recognizes that its volunteers may have significant professional, business, and personal interests and relationships. To address actual, potential, or apparent conflicts of interest, I agree to:

- Disclose any relationship or interest that might result in a conflict of interest, including but not limited to personal, professional, or financial connections. AUTM will evaluate the conflict to determine if it should be disclosed.
- Acknowledge that disclosure is not a presumption of impropriety but an effort to ensure transparency and ethical decision-making.
- Refrain from participating in any decision-making process where a conflict of interest exists unless authorized by AUTM.

Version approved: 2/14/2025

- Disclose any positions held or relationships with organizations or entities that may conflict, directly or indirectly, with my activities at AUTM.
- Promptly inform AUTM of any significant financial interest in or relationship with an entity having a commercial interest in AUTM's activities.

7. Code of Conduct

I agree to adhere to the following standards of conduct:

- Treat all individuals with respect and dignity.
- Refrain from using any recording software or AI notetaking tool during meetings.
- Refrain from any form of discrimination, harassment, or inappropriate behavior.
- Follow all applicable laws and regulations.
- Maintain punctuality and reliability, notifying AUTM staff in advance of any absence.
- Collaborate effectively with staff, other volunteers, and stakeholders.

8. Termination

Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, I agree to return any property, documents, or materials belonging to AUTM.

9. General Provisions

- This Agreement does not create an employment relationship between AUTM and its volunteers.
- I understand that I am not authorized to speak or act on behalf of AUTM.
- I will not receive compensation, benefits, or insurance coverage.
- This Agreement represents the entire understanding between the parties and supersedes any prior agreements.

10. Liability Waiver

- I understand that as a volunteer, I am not an employee of the organization. I agree to release the organization from liability for any injuries or damages I may incur during the course of my volunteer service, subject to applicable laws.

Version approved: 2/14/2025

11. Acknowledgment and Acceptance

By signing below, I acknowledge that I have read, understood, and agree to abide by the terms of this Agreement.

Volunteer Signature: _____

Date: _____

AUTM Representative Signature: _____

Date: _____