

## Write By The Sea Volunteer Agreement

### **About Write by the Sea**

**Write By The Sea** is a literary festival set in the intimate fishing village of Kilmore Quay, Co Wexford. It offers a platform for established and emerging authors to explore and explain the process of writing for keen readers and aspiring writers.

The programme for **Write By The Sea** includes a generous mix of talks, readings, interviews and workshops. Overlooking the picturesque Saltee Islands, the inspirational setting of Kilmore Quay is also an appropriate location in which to celebrate the international achievements of Irish authors and to encourage new writing across all genres.

Our first annual festival was held in 2016. 2020 should have been our fifth festival but was cancelled due to Covid-19. At this point all of our 2020 writers have agreed to participate in 2021 (Government Regulations permitting) and the festival is scheduled to take place from 24-26 September.

The festival is supplemented by Zoom Room to Write events (Masterclasses, Workshops, talks by writers and interviews with writers). These events will take place on the second Saturday of the month, starting in March 2021.

The festival is organised by a core team of eight committee members:

- Sasha Wilson ( Chairperson, 2023-24)
- Lucy Moore (Founding Member)
- Elena Winch (Writing Competition Co-ordinator)
- Jean Cullinane (Secretary/Admin)
- Sylvia Kehoe (Treasurer, Funding)
- Anne O'Brien (Writers Committee, Communications/PR)
- John Moran (Front of House and Health and Safety)
- Derek Burke (Front of House)

We are funded by Wexford County Council and The Arts Council of Ireland. We receive support from RTE Supporting the Arts and Failte Ireland. We also have a wide range of sponsors and a large band of community team members who look after transporting, welcoming and introducing writers; catering; staging; cleaning and every other job that needs to be done.

## Volunteer Agreement

This Volunteer Agreement demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

We agree to accept the volunteering services of Chiara Liberio, beginning on 01 February 2021 and ending on a future date to be mutually agreed.

The volunteer role is: \_\_\_\_\_ and the volunteer contact person will be Jean Cullinane. The details of the role are outlined on page 3 of this Volunteer Agreement.

### **WBTS commits to:**

- Valuing the commitment volunteers make
- Providing adequate information, induction and training so that volunteers may meet the expectations as described in their volunteer role descriptions.
- Allowing for a six-week trial period.
- Explaining what is required of volunteers.
- Supporting and providing encouragement to help volunteers carry out their roles to the best of their ability.
- Treating volunteers with respect and courtesy at all times
- Giving and getting feedback
- Including volunteers in the development of WBTS
- Responding professionally and promptly to any problems that may arise.
- Valuing and recognising our volunteers as a significant resource in achieving the goals of our organisation.

### **The Volunteers commit to the following:**

- Fulfilling their roles as outlined in the attached volunteer role description.
- Performing their volunteer roles to the best of their ability
- Following the organisation's policies and procedures
- Meeting time and task commitments and providing sufficient notice when not available
- Working as a member of a team where relevant
- Acting in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.

**Volunteer Role:**

***[for example] "Resident Blogger", Write by the Sea***

The volunteer agrees to assist Write by the Sea (WBTS) by producing blog articles for the WBTS website and posts for the WBTS Twitter account in accordance with the principles outlined below:

- All articles and posts will be in keeping with the ethos of Write by the Sea and will project a positive image of the WBTS brand and our festival.
- The volunteer will not act as a spokesperson for the festival or give interviews to the media without the express consent of WBTS.
- Where social media passwords are provided, the volunteer will be responsible for ensuring the security of such passwords and will not change or reset any password unless authorised by WBTS to do so.
- The volunteer will not divulge any confidential WBTS information to any third party.
- The volunteer will ensure that the content of blogs or posts and any images used in blogs or posts do not contravene copyright regulations.
- Images and copy provided by Write by the Sea may only be used for the purpose for which they are provided.
- Write by the Sea reserves the right, following due consultation, to amend or decline submitted posts.
- To ensure that the volunteer's time is respected, the nature and frequency of the articles and posts required will be determined by mutual agreement and Write by the Sea will ensure that adequate notice and clear briefing is provided.

Thank you for volunteering. We look forward to working with you and hope that this experience will be a win-win for you and Write by the Sea.

Agreed to by:

WBTS Signature: \_\_\_\_\_

WBTS Committee Member

Date \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

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

This volunteer agreement is binding in honour only and is not intended to be a legally binding contract between the volunteer and the organisation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.