

Volunteer Team Sample Communication Agreement

Timely Meetings

We commit to starting and ending our meetings on time.

Attendance

Regular attendance at team meetings is expected. Meeting times and places should be communicated at least one week before the meeting.

Missing a meeting

We all lead busy lives and missing a meeting is likely at some point in your participation. If one of us misses a meeting, it is the responsibility of the one who missed the meeting to follow-up with the meeting facilitator and/or the Team Lead to catch up.

Agenda

The meeting facilitator will develop the meeting agenda with input from the team. To help the team prepare for the meeting, the agenda will be emailed to team members at least two days before the meeting.

Keep Commitments

We agree to complete the work we've been assigned and have accepted in a timely manner. If completing work on the agreed schedule is not feasible, or if the work needs to be reassigned, we agree to communicate that change as soon as possible to the team leader and to other team members with whom we are working.

Response time

We agree to acknowledge receipt of any email and respond as requested within 3 days. If a deadline is involved, please include the requested response date in the subject line of the email along with the general topic. For instance: "Team Meeting - please RSVP by Wednesday, April 25, 2018"

Departure

If you choose to cease your participation, you need only communicate your intention to the team leader and your team members. No explanation is required - volunteering only works if the volunteer's time is freely given.

Meeting notes

We will rotate the responsibility for taking and distributing meeting notes.