**VOLUNTEER AGREEMENT**

**Role: Executive Assistant**

This Agreement is as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and between Colorado NAHRO (“Client” – CONAHRO) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Volunteer”). The agreement is regarding volunteer services being donated by the Volunteer as summarized in the attached Role description.

* 1. *Term:* The agreement starts on November 19, 2019 runs through November 30, 2021. Agreement may be terminated prior to expiration if services are no longer needed.
  2. *Volunteer agrees to fulfill its role as outlined in the Role Summary and to the best of his/her ability.*
  3. *The Volunteer will follow CONAHRO’s policies and procedures in carrying out the functions.*
  4. The Volunteer will conduct him/herself in a way that is consistent with the values and goals of CONAHRO.
  5. *Liability:* Volunteer is not responsible for errors occurring as part of this Agreement. Client agrees to indemnify and hold harmless Volunteer from any claims or causes arising from their volunteer service.
  6. *Confidentiality:* Volunteer agrees to not use or disclose confidential information to third parties.
  7. *Rights:* Client shall retain the rights for all work produced and developed by the Volunteer for the Client while engaged in this Agreement.
  8. *Volunteer Relationship*: In the performance of this Agreement, the Volunteer is not an employee of CONAHRO.

**Volunteer**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**CONAHRO**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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