[YOUR LOGO]

Letter of Agreement

Between [Your Organization] and
[Name of Volunteer, Role Title]

[Date:]

This form constitutes an agreement between [Your Organization] and [Name of Volunteer] for the services described in the included deliverables. The terms and conditions as set out herein are not subject to any other written or verbal condition, qualification or agreement.

Term:

The term of the agreement shall be from [project start date] to [project end date] for an estimated [number] hours of work, executed in person, via telephonic and electronic consultations and independently. The end date of the agreement is subject to flexibility, with two weeks' notice.

Talent Deliverables:

[Name of Volunteer] will be responsible to [Your Organization] for deliverables as outlined originally in the Position Description or Terms of Reference. These deliverables include:

- Include the deliverables from the original role description if you created one. You will also have other, more specific deliverables and timelines that are appropriate to add here.
- Be very specific about the tangible outputs you expect and list them individually.
- Think about this as project planning – outline the steps required for the volunteer to successfully complete the project/role.
- What other specific tasks with deadlines are there that may not be in the project plan? Program or organization documents to review for background? Meetings to attend? Reporting requirements? Specifics give volunteers clarity, just as a clear job description gives your staff clarity to successfully execute their role.