

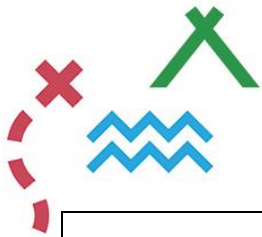
MUTUAL AGREEMENT - INITIAL DISCUSSION

Name of the volunteer:

Position:

Name of the recruiter:

Volunteer position description	
Responsibilities of the volunteer	
Start and end dates of the volunteer position	Date of mid-term discussion
What kind of induction (including training) do you need for the position?	
Key persons and groups supporting you in the position Do you need a mentor?	
What motivates you in the position?	



What do you want to learn in the position?
How would you like to develop your leadership skills (skills in envisioning, interaction, implementation and self-management)?
Time required by the position
Time available for the position
Possible obstacles for coping in the position
Other important matters concerning the position



MUTUAL AGREEMENT

When signing a mutual agreement, the purpose of the initial discussion is to clarify the responsibilities and tasks of the position to both the volunteer and the recruiter. The mutual agreement summarises the most important things in the position. The agreement is a useful tool during the initial discussion. By reviewing the mutual agreement together, it is easier to make sure that both parties have the same idea of matters related to the position, and that they both are able to commit to it.

The aim is that the recruiter and the volunteer have the same understanding after the discussion. The mutually agreed matters will be reviewed in the mid-term discussion.

Questions to support the initial discussion

The position and its content

- › What is the title of the position?
- › Who is your leader in the position? Who is your recruiter?
- › What is the sector and segment of the position?
- › What practical responsibilities and tasks does the position include?
- › How long is the duration of the position? As a rule, all mutual agreements are made for a fixed term.
- › What would be a good time for a mid-term discussion? The purpose of the mid-term discussion is to review how the volunteer has managed in the position so far and agree on the rest of the period.

Support and induction

- › What type of induction is needed for the position?
- › Is there training that would support the volunteer's success in the position? If yes, when could the volunteer participate in the training?
- › Who will take care of the induction of the volunteer? When will the induction take place?
- › Please detail the key persons and groups that support the volunteer's work and cooperate with the volunteer.
- › Does the volunteer need or want a mentor?

The volunteer's development in the position

- › What motivates the volunteer to take the position? In other words, why does the volunteer want to take the volunteer position and what kind of things encourage the volunteer to perform well in the position?
- › What does the volunteer want to learn in the position?
- › How does the volunteer wish to develop his/her leadership skills? Leadership skills are crucial for Adults in Scouting, including skills to envision, interaction skills, implementation skills and self-management skills.

Possibilities to participate

- › How much time does the recruiter estimate the position to require?
- › How much time does the volunteer estimate to have for the position? If the time required by the recruiter and the time available for the volunteer differ significantly, it is good to discuss about the duties already at this stage so that the mutual agreement would be meaningful for both parties and suitable for the volunteer's life situation.

Other matters

- › Can the volunteer or the recruiter think of any other things that could affect the mutual agreement or the volunteer?