



Working with AACT

Agreed by the Board Winter 2010-11. Next review due on or before: Winter 2013-14

AACT does not have its own employees. Rather, it is helped towards achieving its aims by people holding various other types of role. The aim of this short document is to list the Charity's policies relating to: trustee-directors, volunteers, paid consultants, student interns, organizations.

The *documents giving further information* relating to each role are named here. They are published through the Charity's website. While the roles differ, all outputs must relate directly to AACT's mission and priorities. Anyone doing work for/on behalf of AACT should enter into an appropriate agreement including to abide by any relevant AACT policies.

Trustee-Directors

Directors are elected by the members of the Company as detailed in the *Memorandum and Articles*, simultaneously becoming a trustee of the Charity. All must follow the agreed policies documented in *Responsibilities and duties of Trustee-Directors*.

Volunteers

The Charity and the Volunteer must abide by the policies documented in the *Volunteer policy*. Apart from ad hoc one-off help (e.g. help at a fundraising sale) there must be a *Volunteer agreement* in place which lists the activities the Volunteer will undertake. The agreement must have the approval of a Trustee-Director before any activity commences.

Paid consultants

Individual's circumstances differ and there will be occasion when special contractual conditions will apply. However, the type of agreement we normally require with a self-employed consultant is shown in the *Consultancy agreement template*. The outcomes expected from the consultancy and the payment terms must be clearly agreed and the agreement signed by a Trustee-Director on behalf of AACT and by the Consultant before work commences.

Student interns

An individual associated with AACT may be prepared to take on a student intern. The situation will differ from that of a volunteer in that there will be some agreement with the student's host institution (for example: on giving feedback on performance). Whether the individual concerned is prepared to spend the time on supervision, monitoring etc required is a matter for them but as in other cases, any agreement with both student and institution must be clearly understood and agreed by a Trustee-Director before commencement. Particular care will be exercised in making any agreement on accepting an intern to ensure all parties understand there is no payment associated with the role and to be clear that the student's institution covers insurance issues appropriately.

Organizations

We understand that organizations providing goods or services may have their own form of contract and we therefore do not have an AACT 'standard'. Any contract must clearly state the goods or services to be provided, must be clear on matters such as insurance and must be agreed and signed by a Trustee-Director before commencement of delivery of any of the goods or services.