



Volunteer Affirmation of Compliance

The McGill Alumni Association (MAA) thanks you for contributing your time and expertise in support of the Association and McGill, and places at your disposal the Volunteer Handbook for Directors of the Board and Other Volunteers of the Association, providing an overview of the Association’s history, structure, activity and compliance requirements. This Volunteer Affirmation of Compliance is an acknowledgement of your responsibilities as a volunteer of the MAA, and the consequences of non-compliance.

Please complete and sign this form, and transmit to kathy.bowman@mcgill.ca. Volunteers may be asked to renew their signature on a periodic basis, should their role change or should changes to MAA or McGill procedures require.

Identification

Name	First	Last	
Address	Street	Postal Code, Zip Code	
	Apartment	Province, State	
	City, Town	Country	
Phone #		Email	
Staff Contact			
Volunteer Role	UA to complete		
Start Date		End Date	

Affirmation of Compliance

- I have received and carefully read the Volunteer Handbook for Directors of the Board and Other Volunteers of the Association.
- I understand that as an MAA volunteer, I am perceived as an important member of the McGill community. I agree to conduct myself in a manner that will maintain or enhance McGill’s excellent reputation.
- I will work in a collaborative way with other volunteers, the MAA and McGill, recognizing that I am accountable to the MAA and McGill. I will demonstrate integrity in all dealings in relation to the MAA and McGill.
- I will treat everyone with whom I interact – alumni, parents, students, staff, service providers, other volunteers and any other contacts – with courtesy and respect.
- I will comply with applicable MAA/McGill policies and procedures, as stipulated in the Volunteer Handbook for Directors of the Board and Other Volunteers of the Association, namely those pertaining to the use of McGill’s name, logo and other trademarks, McGill’s gift acceptance policy and McGill’s privacy, data and payment security standards.
- I will maintain in confidence any personal or MAA/McGill confidential information I collect or have access to during the course of my volunteer activities. I will sign a non-disclosure agreement upon request by the MAA or McGill.
- I understand that all information I collect during my volunteer services in connection with the MAA and McGill belongs to McGill at all times, and I shall return it to McGill or destroy it at the end of my volunteer services, or at any time upon McGill request, all in accordance with McGill’s instructions.
- I recognize that I may terminate my volunteer service at any time for any reason. I understand the MAA and McGill have the right to end my volunteer service whenever McGill deems it to be in its best interest.

Signature _____ Date _____