

Sample Presidential Spouse Volunteer Agreement

Volunteer Agreement

This Agreement is entered into on the ____ day of _____, 20__ by and between [Legal Name of University], a not-for-profit, private, university duly incorporated in the state of [State], and [Full Name of President's Spouse] of [City], [State] (the "Volunteer").

WHEREAS, the Volunteer wishes to provide unique skills and services to the University, free of charge and with benevolent intent; and

WHEREAS, the University wishes for the Volunteer to provide such skills and services as [he/she] may offer to further its mission as a university of higher education.

NOW THEREFORE, the parties hereby agree as follows:

1. The Volunteer chooses to provide the services, set forth in "Exhibit A" and incorporated herein (the "Services"), on behalf and for the benefit of the University.
2. The Volunteer will perform the Services without promise, expectation, or receipt of compensation for services rendered.
3. The Volunteer wishes to perform the Services freely and without pressure or coercion, direct or implied, from the University.
4. The University will pay for and/or reimburse the Volunteer for reasonable expenses incurred in connection with the performance of the Services, subject to reasonable approval processes that may be established between the Volunteer and the University. Reimbursable expenses incurred hereunder include, but are not limited to, travel expenses, airfare, mileage, and meals while traveling.
5. The Volunteer will occasionally report to and receive feedback from the Chairperson of the University's Board of Directors.
6. The University will indemnify and hold the Volunteer harmless for damages, costs, and expenses incurred (including court costs and attorney fees) as the result of a third party claim for damages as the result of Volunteer's negligent acts within the scope of [his/her] performance of the Services.
7. The University or the Volunteer are free to sever their relationship established herein at anytime and for any reason, terminate this Agreement at any time and for any reason, and this Agreement shall be in effect until it is terminated by either party.

This Agreement constitutes the entire Agreement between the parties hereto and there are no collateral, oral, or written Agreements or understandings. This Agreement supersedes any prior

oral or written Agreement or understanding between parties. If any of the terms of this Agreement are determined by a court of competent jurisdiction to be illegal, void, or unenforceable, the remaining provisions shall remain in full force and effect.

This agreement is entered into in [Name of County] County, [State of University] and shall be governed by and construed in accordance with the laws of the State of [State of University], exclusive of choice of law statutes.

By Volunteer:

By University:

[Name of Spouse]

Date

[Name of Chairperson]

Chairperson of the Board

Date

Exhibit A

The Services

Host, plan, organize, and execute events involving the University, such as Board of Directors' dinners and President's receptions for major contributors, visiting university guests and dignitaries, new or interviewing faculty/staff, and other significant on- and off-campus events. Coordinate, travel to, and/or act as a university ambassador at off-campus events designed to enhance the relationship with the University, its President, and/or its stakeholders, or to further the mission of the University. Gain an in-depth understanding, with the President, of the dynamics of his/her office and job duties and perform such services, as may arise from time to time, designed to enhance those dynamics.

Details of the Services include, but are not limited to:

- Working with University Catering Manager to coordinate President's dinners, receptions, and other on- and off-campus events supported by the President or other university administrators;
- Working with University's Office of Institutional Advancement during their campaign initiatives to provide special attention to major donors and promote the University's image;
- Working with the University's Office of Alumni Relations during Homecoming and Reunion Weekend, Family Weekend, or any University special event to enhance those events and promote the University's image; and/or
- Coordinating dinners and receptions in conjunction with Board of Directors meetings.