

GLOBAL INTERACTIONS, INC.

14 West Cheryl Drive, Phoenix, AZ 85021

Phone: 602/906-8886 FAX: 602/906-8887

E-Mail: info@globalinteractions.org

STAFF/VOLUNTEER AGREEMENT

Term: One Year

As a staff member with GLOBAL INTERACTIONS, INC., I am committed to the purposes of the corporation. I will work purposefully and effectively,

- to promote the opportunity for individuals and groups to express their commitment to the quality of their work to members of like and related jobs and professions;
- to support the establishment of strong personal/professional networking among groups and between group members;
- to share current research and promising practices that will benefit people, enhance the quality of services rendered, improve administrative and managerial operations, increase personal and group productivity and effectiveness, and promote the dissemination of effective products and materials; and
- to further worldwide communication, understanding, and workability.

I understand my responsibility as a staff member requires a commitment of **10** hours per week, accumulative. Additional hours will be scheduled based on workflow and availability. I will attend and participate in monthly management meetings.

I agree to work with dispatch and accuracy. I agree to learn new tasks, train others, handle priority and routine matters with the highest standards to further Global Interactions, Inc. in meeting its project timelines and fulfilling its purpose. I agree to treat all information confidentially.

I understand my responsibilities as a staff member may include:

- being knowledgeable about current projects and plans
- office management
- answering phone/fax/e-mail communications
- word processing and data entry
- accounting and billing
- logging data and maintaining databases
- research

- writing reports/articles
- maintaining a website and linkages
- managing logistics for international delegates in the U.S. and U.S. delegates on international programs
- handling transfers and departure details at orientation meetings before international flights
- traveling as a staff assistant on international programs to support the delegation leader and delegates in achieving their purpose and promoting the success of the exchange
- acknowledging others, and being acknowledged, for contributions made toward project success, and
- other tasks as they become apparent in the process of getting the job done.

I agree to learn skills that I do not have in order to fulfill my responsibility as a staff member. I agree to look for and discover new possibilities and to work creatively in thought and performance. I agree to be coached and managed, to work as a team member with a group, independently or with supervision, as required. I agree to communicate promptly any errors, upsets, and schedule changes.

I agree to keep accurate records of my time and tasks as a measure of project progress.

I understand there is no remuneration for my services as a staff member. I agree to get value out of my participation and to take that value out into my work/life.

I further understand that GLOBAL INTERACTIONS, INC. is committed to my well-being, my ability to perform, to living my life at the highest level of contribution and satisfaction. In support of this, I agree to manage my affairs in a manner that enables me to succeed in life and promote the success of all others in my life.

Signature (Staff Member)

Date of Agreement

Signature (Board Member)

Length of Agreement