



March 29, 2005

AID Volunteer's Responsibilities

As a volunteer of AID, I will do the following:

By-laws, legal matters:

1. Uphold the by-laws and various associated guidelines issued from time to time.
2. When voting on a substantive matter, ensure that I am sufficiently informed.
3. Represent AID correctly in legal matters, based on explicit authorization from the BoD or EB.

Vision & Directions:

4. Familiarize myself with the vision, directions and development approach of AID. These are represented in sources like the Vision, Mission, First-time Volunteers sections of the website, the AID Plan, as well as reflected through our long term collaborations.
5. Recognize that AID has a holistic approach to development, which includes sangharsh - non-violent struggle for justice and rights, nirman - constructive activity, seva - service through responsible living. Though as an individual volunteer, I might focus on particular aspects, recognize the place in AID for all of them.
6. Recognize the primacy of hearing the voices of the poor and marginalized, and the groups that represent them, and tune our actions according to them.
7. Believe in equality of all people including various communities, gender, religions and so on, promote harmony, and refrain from any actions or statements that constitute communal/racial/gender prejudice. Incorporate this in choosing partners in India and the US.

Collaborations with partners in India:

8. Respect the collaborations with partners in India including those established by other chapters in line with AID's vision. Communicate and interact with them in a respectful manner.
9. Particularly recognize the special role of our Saathis, Jeevansaathis, and other long-term collaborators such as Focus Villages, as they are our close connections with the grassroots and hence helpful in setting our direction.

Responsible Communication:

10. Keep AID discussions, evaluation and internal materials such as project files, financial information, donor records with care and concern and when appropriate keep AID materials in confidence.
11. Not misrepresent or malign the work of AID or its partners in forums in and outside AID.

Conflict of Interest:

12. Clearly state any existing conflict of interest and/or explain any manner conflict of interest can be perceived. "Conflict of interest" refers to involvement of a volunteer in a decision/action which results in personal benefit to self or a person/entity closely related (eg: project proposal from an uncle).
13. In clear or apparent conflict of interest, recuse myself from such decisions/positions keeping the best interest of AID uppermost in mind. - Not accept gift of significant value from persons or groups that AID supports in monetary or non-monetary ways, while being sensitive to social norms in specific setting and accept an appropriate level of hospitality.

Questions / Comments ? ... Please send a mail to admin@aidindia.org

For a **print version**, please go to <http://www.aidindia.org/resources/AIDVolunteerResponsibilities.pdf>