



## **Volunteer Expectations 2024**

*Passed on 26 February 2024.*

### **Principles**

This policy outlines our base expectations for all EJP volunteers. These are complemented by team-specific expectations set by each team's Co-Managers.

EJP volunteers across all teams are expected to uphold the core values of EJP. These are a commitment to social justice, increasing access to justice, and to using their legal training and knowledge to improve outcomes in these areas in Aotearoa New Zealand.

We acknowledge that EJP is a significant undertaking for all of our volunteers, and that it can involve a substantial workload. Our Executive Team has reciprocal responsibilities, which are also outlined in this policy.

This policy is subject to the EJP Constitution, which particularly outlines consequences for volunteers who do not meet expectations.

### **Our Expectations for EJP Volunteers**

EJP volunteers hold their position for one year, and can re-apply in following years for as long as they are current law students at the University of Auckland.

EJP volunteers are expected to actively engage in EJP across both semesters, which must include the following:

- Being actively engaged and involved in their team's work throughout the full academic year, in both semesters
- Contributing two significant pieces of work to their team during the year (e.g. research towards two Pro Bono projects, or delivering two Access school workshops)
- Attending all team meetings where possible, with a minimum attendance of one in each semester
- Attending all engagements they commit to, such as team presentations and placement shifts
- Attending EJP's Opening and Closing Functions



- Proactively communicating absences with reasonable and sufficient notice to a relevant EJP Executive Team member (i.e. their team's Co-Managers, or the Secretary)
- Providing regular feedback to Co-Managers and Co-Directors when requested
- Respect
- Supporting their team members

### **Executive Team Responsibilities**

Executive Team members of EJP hold their position for two years. They are also expected to actively engage in EJP across both semesters, which must include the following:

- Providing volunteers with support and opportunities to engage in legal learning in the community, outside of the formal university setting
- Showing respect towards other EJP volunteers and members of the community, which includes acting in good faith, and giving reasoned and constructive feedback
- Exemplifying EJP values in all work and communications associated with EJP
- Collaborating as a whole Executive Team to best coordinate EJP to deliver our aim of increasing access to justice for the diverse communities of Aotearoa New Zealand
- Maintaining realistic expectations for EJP volunteers
- Providing regular opportunity for EJP volunteers to provide feedback
- Facilitating at least four catch-ups across the year for each team
- Organising social events for EJP volunteers to connect

### **Consequences for Not Meeting Expectations**

When there is concern that a volunteer is not meeting the volunteer expectations outlined in this policy, or has otherwise acted contrary to EJP's values or work, then the Executive Team will initiate communication with that volunteer to understand their full situation. This communication will be conducted in good faith, and will provide an opportunity for the volunteer to be heard. The particular nature of the communication is dependent on the context of the concern, so it may, for example, involve a message from



a Co-Manager to the volunteer, or a more formal meeting between the Co-Directors and the volunteer.

Following this, the Executive Team will make a decision on a reasonable response to the initial concern raised. This may include requiring explicit confirmation from the volunteer that they will meet the EJP volunteer expectations going forward, or in very serious cases, may involve terminating that volunteer's membership of EJP.

When a volunteer's membership is terminated, this is permanent, and the member will not be able to reapply to be a member of EJP in the future.

A similar process applies to Executive Team members.

The above outline of the consequences for a volunteer not meeting expectations is in the EJP Constitution at Article 12, and the consequences for Executive Members at Articles 10 and 11.

### **Team-specific expectations**

#### **Access**

Volunteers must participate in a minimum of two school visits across the year. This includes preparation and the in-school presentation.

Volunteers must attend Access team meetings/catch ups, which will occur (on average) once a month.

Volunteers are expected to attend any EJP functions.

Speak their mind! Volunteers are to see the Co-Managers as peers/mutuals rather than in charge/control.

#### **Advocacy**

Volunteers will be assigned a core team project, which will involve a written submission and an oral advocacy presentation. All team members are expected to contribute equally to both the oral and written project components.



In addition to attending EJP functions, volunteers must attend the Advocacy team training day (12 April 2024).

Across the year the Advocacy Co-Managers make available optional, smaller advocacy related projects. These projects are not compulsory, however, if volunteers choose to take on these additional projects they must be completed.

### Alliance

Active involvement and contribution with our new projects is imperative as we are a small team who is restructuring. This involves putting forward ideas and written work, meeting and speaking with people and helping organise potential events or programmes.

Completing assigned tasks.

Communicating with the Alliance Co-Managers and team members if and why they cannot complete assigned tasks, so they are able to delegate.

Being passionate and enthusiastic about the Alliance portfolio and its mission statement.

Working well and respectfully alongside not only EJP members but potentially members of staff, legal figures and other members of the law school.

### Communications

It is expected that volunteers in the Communications team write and publish at *least* one Amicus Curiae article and one Cross Examination article throughout the year. Volunteers are encouraged to write a total of four articles during the year or supplement these with engaging in special projects, but producing two articles annually is the team's minimum expectation.

### Community

Volunteers are expected to attend *all* shifts that they are scheduled on which includes fulfilling all obligations and responsibilities, and completing all assigned tasks, to the best of their abilities.



When unforeseeable circumstances arise meaning a volunteer is unable to attend their allocated shift, this should be communicated as soon as possible to their branch manager or to the Community Co-Managers where that is not possible.

Volunteers must speak to all clients and staff respectfully and display the EJP values.

### Pro Bono

Volunteers are expected to complete two research projects each year, and give their best effort to their research as well as contributing in team meetings.

Volunteers should communicate any other obligations, issues, or queries to members of their team or Co-Managers to ensure that projects run smoothly and Pro Bono has the best environment possible.

Additionally, volunteers are expected to comply with academic integrity and referencing and show integrity in their research and writing.