



## LTOT Volunteer agreement

### 1 Purpose of this document

This document describes the working relationship between the LTOT as a corporate body and its volunteers. This type of document is recommended by “Volunteering England” to ensure that all volunteers find their activities both enjoyable and self fulfilling.

### 2 Introduction

This document forms the introduction pack which defines what the Aims and Objects of the Trust are and aims to show how and what part you can play in helping it to achieve them.

### 3 The Trust and its Objects

The Trust was formed in 1968 and its original object was to preserve the two Wurlitzer organs then located in the Gaumont and Odeon super cinemas in Manchester.

The Trust succeeded in acquiring the instruments when the cinemas closed and was able to re-install the organ from the Odeon into the Free Trades Hall and subsequently Stockport Town Hall. Due to difficulties in finding a suitable venue, the Gaumont organ was placed in store for nearly 20 years until it found a home in Granada Studios Tour for 9 years before it moved again to South Wales.

During the intervening years the Trust also acquired a Christie organ from the Pyramid cinema in Sale and a Compton from the Davenport cinema in Stockport.

It had always been an Object for the Trust to have its own home, and after examining many halls in the north west it finally settled on a Methodist hall in Peel Green, Eccles, in 2002. Assisted by a grant from the HLF, it turned this hall into a replica 1920's cinema complete with yet another organ, a tiny Wurlitzer originally from the Trocadero cinema in Liverpool.

The Trusts motto “Helping to preserve the skills and craftsmanship of yesterday for the generations of tomorrow” means that we are continuously seeking volunteers to maintain and operate the organs and the building.

### 4 Management of the Trust

Full and Associate Members of the Trust elect a Board of up to 9 Trustees at an Annual General Meeting. The Trustees serve for a period of 2 years before being eligible for re-election. There must be a minimum of 5 Trustees for the Trust to operate and all Full

Members are eligible to stand for election as a Trustee, after being full members for a period of three years.

The Trustees set out a programme of concerts and maintenance work and allocate budgets with the aim of generating income and keeping the Trust viable. The Trustees meet at least 10 times a year, usually monthly at midday on the second Monday of the month.

The headquarters of the LTOT, which trades as the Theatre Organ Heritage Centre, Peel Green, is managed by a team of volunteers led by a nominated Trustee.

Other Trustees also have specific tasks such as overseeing the Trust's activities concerning the Wurlitzer organ installed in Stockport Town Hall, managing the overall finance of the Trust and managing the building. These trustees welcome volunteers to learn from them, in order that all of the skills necessary to operate the Trust in the future can be maintained.

## 5 What the Volunteers can expect

The Trustees, as volunteers themselves, recognise the value of volunteer labour to the Trust and, as such, have a duty to ensure that all volunteers are provided with a safe environment, that they are all treated equally and that they are able, to not only use their existing skills, but are able to develop new ones by training where appropriate.

To meet the above there are some Statutory conditions to be met regarding Health and Safety and Equality. To meet the Objects and the requirements of the Charity Commission there are also rules regarding financial management, funding of projects and the like.

The Trustees will endeavour to make all volunteers aware of these issues and to train them as appropriate so that they can fully contribute to the Trusts' activities and also benefit from their Membership.

Because we are a Registered Charity there are strict conditions regarding any "benefit" to Members, particularly of a financial nature. The Trust does, however, reimburse previously approved expenditure for items purchased for the Trust or for other legitimate expenses.

## 6 What the Trust expects from the Volunteers

The Trust expects the Volunteers to help the Trust in achieving its Objects to the best of their ability. In part, this is achieved by following the Trusts directions and Rules.

Volunteers are expected to communicate with each other and the Trustees so that they are clear as to what their roles and responsibilities are and how they are to go about them.

Some of the Trusts activities can be commercially sensitive and, as such, Volunteers must respect the confidentiality of the Trust. The Trust does not allow comments to be made on social or other media about its activities without prior agreement with the Trustees.

All volunteers need to be inviting and accommodating to other volunteers and to members of the public who they might meet both on Trust property and during other events in order to maintain the good name of the Trust.

As a volunteer, you need to be an Associate Member of the Trust in order to be covered by insurance for your authorised work activities as part of this requirement, when you are working at the HQ you must sign on duty and off when you leave.

The Trust operates a zero tolerance policy to any form of physical or verbal abuse.

## 7 What do I do next

Fill in an application form, pay your membership subscription and turn up!

Talk to any of the volunteers or Trustees at the HQ or at any of our other concerts.

We will then discuss how you can help and advise you of the working days or working parties which you can join.

The needs of the Trust are wide and varied from administration, to decorating, woodwork, electrical engineering, building maintenance, sewing, tuning and even playing! They can best be summarised by making a paraphrase to the immortal words of JFK;

“Ask not what your Trust can do for you; ask what you can do for your Trust”.

**Note: This agreement is in honour only and is not intended to be a legally binding contract of employment**

[www.ltot.org.uk](http://www.ltot.org.uk)