



## Fact sheet for Golden Gurus

Thank you for volunteering to share your skills and experience as a Golden Guru.

### What to expect

Golden Gurus is facilitated by a range of quality organisations across Australia (Member Organisations). Each Member Organisation is different and will deliver the program in its own unique way. Your Member Organisation will help you to access:

- skilled volunteering and mentoring opportunities in either Community Organisations or Small Businesses (Host Organisations)
- the 'Introduction to Golden Gurus' training package—or will provide you with other induction or training specific to your role
- online networking events through the Golden Gurus online networking forum.

Your role as a Golden Guru will involve the voluntary transfer of your skills and experience to another person or group of people. You will be connected to either a Small Business or Community Organisation. Your role will not attract the payment of a wage and it will not involve tasks that would normally be carried out by a paid employee.

Member Organisations will also provide you with information about:

- the Host Organisation that it is proposed that you will be supporting, so that you can make a decision about whether or not you would like to be involved with that organisation
- the volunteering or small business mentoring role that you will be undertaking, so that you can make a decision about whether it suits your interests, skills and experience
- insurance arrangements that will be in place while you are participating in the program
- whether or not a reimbursement is available to you for any reasonable out-of-pocket expenses (this will not be a feature of all Golden Gurus activities)
- what to do if you have a problem at any time during your involvement in the Golden Gurus program.

If you haven't yet received this information or participated in training / induction, please discuss this with your Member Organisation.

### Getting the most out of Golden Gurus

There are some things that you can do to make your participation in Golden Gurus more rewarding.

#### 1. Be pro-active and informed

Before agreeing to perform a volunteering or small business mentoring role, ask your Member Organisation for the information you need to make an informed decision about your involvement.

- Has the Member Organisation carried out any checks on the Host Organisation that you will be supporting?
- Do you know enough about the Host Organisation to be comfortable with your decision to support them?

- Does the mentoring role identified for you suit your skills and experiences?
- Have you been provided with a position description? How long will your involvement last?
- Are you satisfied that appropriate insurance arrangements are in place?
- Are you aware of your rights as a volunteer in respect of Health and Safety in the workplace?  
The occupational health and safety fact sheets below are kindly provided by Volunteering Australia:

**ACT:**      [www.volunteeringaustralia.org/files/L8ATQCK7YO/OHS%20ACT.pdf](http://www.volunteeringaustralia.org/files/L8ATQCK7YO/OHS%20ACT.pdf)

**NSW:**      [www.volunteeringaustralia.org/files/4M470AJYX9/OHS%20NSW.pdf](http://www.volunteeringaustralia.org/files/4M470AJYX9/OHS%20NSW.pdf)

**NT:**        [www.volunteeringaustralia.org/files/BVVD4121KN/OHS%20NT.pdf](http://www.volunteeringaustralia.org/files/BVVD4121KN/OHS%20NT.pdf)

**QLD:**      [www.volunteeringaustralia.org/files/LS6JI93TVY/OHS%20QLD.pdf](http://www.volunteeringaustralia.org/files/LS6JI93TVY/OHS%20QLD.pdf)

**SA:**        [www.volunteeringaustralia.org/files/WIXG6YZ9XF/OHS%20SA.pdf](http://www.volunteeringaustralia.org/files/WIXG6YZ9XF/OHS%20SA.pdf)

**TAS:**      [www.volunteeringaustralia.org/files/G8ARMQZGD3/OHS%20TAS.pdf](http://www.volunteeringaustralia.org/files/G8ARMQZGD3/OHS%20TAS.pdf)

**VIC:**      [www.volunteeringaustralia.org/files/NI8N9PTO4L/OHS%20VIC.pdf](http://www.volunteeringaustralia.org/files/NI8N9PTO4L/OHS%20VIC.pdf)

**WA:**        [www.volunteeringaustralia.org/files/HDI7ICQB40/OHS%20WA.pdf](http://www.volunteeringaustralia.org/files/HDI7ICQB40/OHS%20WA.pdf)

Your Member Organisation will also collect some information about you (for example, through a resume) and will seek your permission to provide this information to a Host Organisation. This will allow the Host Organisation to make an informed decision about entering into a Golden Guru relationship with you.

## **2. Empower others; avoid risks**

Your role as a Golden Gurus is to empower others to think through the choices available to them and to make their own decisions. Your role could include, for example:

- helping someone think through decisions, explore new ideas and see things from a different perspective
- listening to (and being a sounding board for) a person's ideas, hopes, goals and problems
- sharing examples of life experiences, empathising with another person and showing encouragement and support
- assisting another person to identify areas for self-development, skills improvement and appropriate training
- helping a person to find information that will help them achieve their goals, including information about training / learning opportunities, government programs, or community supports
- helping someone with motivation and confidence.

In addition, Golden Gurus who support small businesses could:

- help the small business owner identify / review opportunities for business improvement
- explore strategies that could be useful in addressing barriers to business success
- assist the small business owner to network
- help the small business owner find out about appropriate government and non-government services, incentives and supports
- share with the small business owner relevant business experiences, providing examples of how a situation could be approached.

In performing your role as a Golden Guru you should avoid:

- making decisions on another person's behalf or pressuring another person to take a certain course of action or to make a certain decision
- attempting to provide psychological counselling (defer to the experts on this, for example, Lifeline)
- becoming materially involved in any way with a Host Organisation while participating in the program
- undertaking any work that would normally be carried out by a paid employee
- accepting a wage in respect of the support you provide
- divulging confidential information provided to you as part of the voluntary relationship to others, except with the Host Organisation's express permission or if you are required to by law
- contacting a Host Organisation where that organisation has asked to end the relationship and has requested that no further contact be made
- acting outside of any agreement that you have made with your Member Organisation and / or Host Organisation.

For more information, please contact DEEWR on **1300 650 925** or go to [www.deewr.gov.au/goldengurus](http://www.deewr.gov.au/goldengurus)

