

Is your organisation

- ⇒ *facing challenges?*
- ⇒ *overcome with paperwork?*
- ⇒ *finding it difficult to recruit volunteers?*
- ⇒ *drowning in policies and procedures?*
- ⇒ *overwhelmed with quality management?*
- ⇒ *forgetting to manage risks?*
- ⇒ *finding compliancy a minefield?*

Volunteer Engagement and Management Program is an information and support service for not-for-profit volunteer involving organisations across Central Western and Orana Far West NSW.

Contact us for help with volunteer management, recruitment and referral, networking, promotion and volunteer training.

The Neighbourhood Centre

Office hours 9am to 4.30pm
Monday to Friday

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Support and Training for Volunteer Involving Organisations

Not-For-Profits and Volunteer managers need to be current with legislation, compliant with standards and have safeguards in place to be prepared for future challenges.

We offer support and customised workshops for your organisation at a time that suits you.

Contact us about how we can support your group or organisation in any of the following areas...

FOR VOLUNTEER MANAGERS

Our current target areas include:

- ◆ **Diversifying volunteers contributions.**
Are there other ways that you could use volunteers within your organisation to improve or expand what you offer in your community?
- ◆ **Best practice in volunteer management**
How inclusive are your marketing and recruitment methods?
How current and user-friendly are your volunteer documents and resources?
Are you familiar with how The National Standards for Volunteer Involvement 2015 could help your organisation?
- ◆ **Recruitment, recognition and retention of volunteers**
Do you need more volunteers?
Need fresh ideas for thanking/recognising your volunteers?
- ◆ **Advocating on volunteering issues**
Do you have recurrent or persisting volunteering issues that you would like to bring to the attention of our peak and governing bodies?



FOR VOLUNTEER MANAGERS

You might like to consider support in the following areas:

- Development or review of:
- | | |
|--------------------------|--|
| <input type="checkbox"/> | Position descriptions (NS 2,3,5,7) |
| <input type="checkbox"/> | Volunteer Handbooks (NS 2,5,8) |
| <input type="checkbox"/> | Forms and documentation (NS 8) |
| <input type="checkbox"/> | Policies and Procedures (NS 1,2,6,7,8) |
| <input type="checkbox"/> | Program planning (NS 1,2,8) |
| <input type="checkbox"/> | Recruitment and selection (NS 4) |
| <input type="checkbox"/> | Retention and recognition (NS 1,2,3,7,8) |
| <input type="checkbox"/> | Volunteer orientation (NS 1,5,6,8) |
| <input type="checkbox"/> | Continuous Improvement (NS 8) |
| <input type="checkbox"/> | Other..... |

FOR VOLUNTEERS

Volunteers are entitled to learn about their role and gain feedback on how to effectively carry out their responsibilities.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Rights and Responsibilities |
| <input type="checkbox"/> | Wellness and Enablement |
| <input type="checkbox"/> | Boundaries, Confidentiality, Duty of Care |
| <input type="checkbox"/> | Managing Challenging Situations |
| <input type="checkbox"/> | Working with the Elderly |
| <input type="checkbox"/> | Responding to signs of Elder Abuse |
| <input type="checkbox"/> | Social Interaction Skills |
| <input type="checkbox"/> | Toolbox Talks |
| <input type="checkbox"/> | Cultural Awareness |
| <input type="checkbox"/> | Other..... |

FOR MANAGEMENT COMMITTEE/ BOARD

Board members need to practice good governance to provide direction, comply with legislation and fiscal responsibilities and ensure the right decisions are made. We can facilitate workshops at board meetings in:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Updates in Governance |
| <input type="checkbox"/> | Strategic Planning |
| <input type="checkbox"/> | Constitutions– reviews & updates |
| <input type="checkbox"/> | Compliance |
| <input type="checkbox"/> | Risk Management Planning |
| <input type="checkbox"/> | Roles and Responsibilities/Board Manuals/ Inductions |
| <input type="checkbox"/> | Policies and Procedures |
| <input type="checkbox"/> | Using a Risk Management Approach to decision making |
| <input type="checkbox"/> | Quality Management processes |
| <input type="checkbox"/> | Forming Partnerships and Alliances |
| <input type="checkbox"/> | Running effective meetings |
| <input type="checkbox"/> | Other..... |