

MANAGERS OF VOLUNTEERS NETWORK MEETING MINUTES

Date: 30 June 2006

Facilitated by: Volunteering Queensland

Organisations Present:

Age Care St. Michael	Greening Australia	Queensland Badminton Association
Commonwealth Respite & Carelink Centre	Ipswich City Council	Riding for the Disabled Qld
Community Living Program	Laidley Shire Council	Rowing Queensland Inc
Currumbin Wildlife Sanctuary	Leukemia Foundation of Qld.	Royal Children's Hospital Foundation
Commonwealth Carer Respite Centre - W Moreton	MS	Surf Life Saving Queensland
DSQ - The Friendship Program	Netball Qld	Volunteering Queensland
Ernst @ Young Foundation	Qld Police Service	Western District Child Protection Service

TOPIC	DIALOGUE
Welcome	Welcome to organisations.
<p>QCOSS – Strengthening SNGO's</p> <p><u>Guest Speakers</u> Debbie Irvine, Nina Browbridge and Tanya Hall</p>	<ul style="list-style-type: none"> ▪ QCOSS Strategic Priorities: <ul style="list-style-type: none"> - Policy advocacy for and with Queenslanders affected by poverty and inequality - Sector development – building sector capacity by facilitating the development and delivery of training, supporting the sector with resources & information, & positively influencing policy framework affecting the community services industry ▪ Strengthening Non-government Organisations (SNGO) Objectives <ul style="list-style-type: none"> - NGOs exercising informed decision-making about strengthening and capacity building - Boards/committees demonstrating effective governance and sound management practices - Staff having expanded skills and capabilities for effective and efficient service delivery - Systems and practices are reviewed progressively and continuously improved - Organisations operate according to legislative requirements with support and resources for adopting relevant sector standards - Organisations inform government on needs, costs, issues and impacts of quality service provision

TOPIC	DIALOGUE
<p>Standard Chart of Accounts (SCOA)</p>	<p>The SCOA training was developed in response to widespread need across the community sector for a consistent and simplified way of managing financial activities. The next Brisbane bookkeeping training is on :</p> <p>Date: Monday 10 July Time: 9am – 1pm Venue: VQ Brisbane</p>
<p>ABC Job Promotions</p>	<p>There is an opportunity for volunteer positions to be advertised on ABC Radio every Tuesday at 2.25pm with Rebecca Sparrow. If you are interested in promoting one of your volunteer positions please email Kylie Hogan at coordinator@volqld.org.au.</p>
<p>Minutes from Blue Card Network Meeting</p>	<p>Organisations interested in information on Blue Cards can obtain the <u>March Managers Network Meeting Minutes</u> on Volunteering Queensland's website.</p> <p>Further information on the Blue Card can be found on <u>Volunteering Queensland's</u> website.</p>
<p>Selection & Screening Processes</p> <p>Facilitated Discussion</p>	<p>A facilitated discussion identified a range of tools used by various organisations to select and screen volunteers. These will be made available via VQ's resources webpage.</p> <p>VQ's current tools are:</p> <ul style="list-style-type: none"> ▪ <u>Clear Job Descriptions</u> including notification of screening requirements ▪ <u>Recruitment & Selection policy and procedure</u> ▪ <u>Application forms</u> and clear communication on selection procedure ▪ <u>Effective interviewing</u> ▪ <u>Risk management</u> – <u>appropriate screening checks</u> – Police, <u>Blue Card</u>, References, Medical <p>For information on police checks contact your local police station or the Police Information Centre on 07 33646854 (within Australia).</p> <ul style="list-style-type: none"> ▪ Ongoing 'screening' of volunteers through good management practices. Refer to <u>National Standards</u> for volunteer involving organisations <p>Additional strategies used by other organisations include:</p>

TOPIC	DIALOGUE
	<ul style="list-style-type: none"> ▪ Conducting information sessions to introduce volunteers to organisation and opportunities available ▪ Outline conditions of becoming a volunteer and commitment required ▪ Communicate decision to volunteer ▪ Offer alternatives to unsuccessful applicants ▪ Utilise probation period ▪ Compulsory completion of set training courses conducted over an extended period <p>Resources supplied by organisations include:</p> <ul style="list-style-type: none"> ▪ Conditions of Becoming a Volunteer ▪ Reference Check Form ▪ VEP Discussion Paper Stakeholders – please send any comments regarding this document to Tony Lake at lake.tonyw@police.qld.gov.au
Feedback on Referrals	<p>If you have any feedback regarding VQ's referral service and the 'volunteer information' emailed to organisations when referring volunteers, please contact Kylie Hogan at coordinator@volqld.org.au.</p>
Suggested Topics for future Meetings	<p>If you have particular topics/issues you would like to discuss at future Managers of Volunteers Network Meetings, please email them to Sharyn Turner at admin@volqld.org.au.</p>
Next Meeting's Topic (28 July)	<ul style="list-style-type: none"> ▪ Welfare to work reforms: Centrelink Clients and Volunteering ▪ Corporate Volunteering: overview of Corporate Volunteering in Australia and Queensland, using real life stories of success and disaster. If you have been meaning to find out how your charity or community group can best use Corporate Volunteers, then this session is for you.