



February 2012

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## Highlights

National Volunteer Week  
Safe Work Australia  
govolunteer  
Grants  
2012 Volunteer Calendar

Latest Volunteer Sector News

Volunteering Australia Policy Update

World of Giving Index 2011 now lists Australia as the third most giving country.

New Seniors Webpage

Community Door  
Resources for business planning and risk management

Community Services Workforce Innovation Awards  
2012 nominations are now open

## CEOs Message

2012 is starting to look busy for the volunteer sector, with many organisations preparing for key fundraising, festivals and sporting events. No doubt the shout-out for volunteers will be soon be heard across the region, so if your club or group is seeking volunteers, now is the time to prepare your recruiting strategy! Remember to update your volunteer recruitment information with us.

This year on May 23, FNQ Volunteers Inc. will celebrate 10 years of operation as an incorporated body to deliver the volunteer management program on behalf of the Australian Government to community members and organisations across the FNQ region. Celebrating this milestone will coincide with **National Volunteer Week** events from the 14<sup>th</sup> - 20<sup>th</sup> May.

Recently, there has been much discussion on the new OHS Laws and the impact they will have on volunteering. Volunteering Australia (VA) is working with the Minister and Safe Work Australia to ensure that volunteers understand the harmonised laws and how they apply to them and their organisation.

Safe Work Australia has established a telephone help line called the Volunteer Assistance Line. This is a dedicated helpline to assist volunteers and volunteer organisations with the new WHS laws. **The Volunteer Assistance Line number is 02 6240 4990 (weekdays from 9 a.m. to 5 p.m.)**

### National Volunteer Week 2012 - 14 to 20 May

The theme for 2012 is Volunteers - Every One Counts NVW promotional materials is available, including the NVW logo and poster, lapel pins, certificates of appreciation. [Volunteering Australia's website](#).

### The Third Sector

Not-for-profit friends of Third Sector are invited to attend Third Sector Expo 2012 for free and bring a colleague for only \$189. The Third Sector Expo 2012 is a two day professional development conference and exhibition and will be held 16 to 17 April at Hilton on the Park, Melbourne.

## Membership News

### New Member Welcome

Welcome to Mission Beach Community Arts Centre who have recently joined FNQVI membership. The organisation endeavors to stimulate and encourage collaborative, vibrant arts and cultural opportunities in the Mission Beach area. The organisation has a gallery, shop, history collection, workshop areas and venue hire and seeks volunteers to assist with gallery shop sales, guide visitors, and promote events and the local arts scene.

### Membership Administration

Following recent changes to membership administration, I will be processing new membership applications and the renewal of existing member organisations. I can be contacted each Wednesday and Thursday (9.15 a.m. to 3.45 p.m.) on 4041 7400 or email at [membership@fnqvolunteers.org](mailto:membership@fnqvolunteers.org) Outside of these times contact Glenice at [admin@fnqvolunteers.org](mailto:admin@fnqvolunteers.org)

### Christine Goodwill - Membership Assistant

## Volunteer Coordinators and Managers News

### Volunteer Coordinators and Managers Network meeting

Tuesday 6 March - 11 a.m. to 1 p.m.  
Venue - to be confirmed

### Contact Us

FNQ Volunteers Inc.  
Suite 10 Virginia House  
68 Abbott Street  
Cairns 4870

Tel 4041 7400  
Fax 4041 7500  
Email [info@fnqvolunteers.org](mailto:info@fnqvolunteers.org)

Web [www.fnqvolunteers.org](http://www.fnqvolunteers.org)

To assist with processing membership renewals and referring volunteers to a position listed with your organisation, Volunteer Coordinators and Managers are asked to ensure you return necessary documents to update your membership information and volunteer positions status.

**Annual Membership renewal** - *return the Information Update form and updated volunteer position descriptions when renewing membership with details of Public Liability and Volunteer Personal Accident insurance and contact person for membership.*

**Status of a volunteer position** – *advise us whenever the status of a volunteer position changes. Quite often volunteer positions are put on hold, and Volunteer Coordinators/Managers forget to advise when the position becomes active again, or vice versa.*

**Follow-up on volunteers referred to member organisations** – *A number of follow-ups on referred volunteers remain outstanding which results in the Volunteer Coordinator/Manager receiving large lists of referrals. FNQ Volunteers follow-up on volunteers referred to member organisations to enable us to monitor the status of volunteer referrals to our member organisations.*

If you require assistance in these areas please contact me, Monday – Friday 8.30am-4.30pm. Tel: 4041 7400 or email: [admin@fnqvolunteers.org](mailto:admin@fnqvolunteers.org)

**Glenice Sheppard – Administration Team Leader**

## Volunteer News

### Welcome and Thank You to Volunteer Staff

Welcome to the following volunteer staff who have joined the team over the last month:

Carol Rothwell - Reception  
Cecilia Jensen - Referral Officer and Administration  
Nikari Terranova - Referral Officer at the Innisfail site

Farewell to Judi Kelly, Referral Officer at the Innisfail site, who has accepted employment with the Mena Creek State School as a Teachers Aide. Congratulations Judi!

Farewell also to Aaron Kaslar who has been a regular volunteer Receptionist for the past 8 months. Aaron is currently undertaking courses to further his employment opportunities. However, Aaron has enjoyed his volunteering experience so much he has indicated he will happily return given the chance. Many thanks for all your hard work, Aaron.

### New and Urgent Volunteer Positions

**Retail Sales & Pricer/Sorter** (Job Nos 533 and 641) - required at a Brinsmead charity store - **Urgent**

**Warehouse Hands** (Job No 157) - manual handling, must be fit, reliable - **Urgent**

**Gardener** (Job No 681) - weeding, light gardening, lawn mowing - 3 positions - **Urgent**

**Information Officers** (Job No 117) - provide visitor information - **Urgent**

**Emergency Relief Workers, Mareeba** (Job No 715) - interview applicants - **Urgent**

**Men's Shed Mentor (Youth), Mossman** (Job No 716) - mentoring youth, share life skills - **Urgent**

**Receptionist & Administrator, Atherton** (Job Nos 678 and 686) - mens' advocacy group - **Urgent**

**General Volunteer, Mission Beach** (Job No 717) - assist with gallery shop sales, guide visitors, promote events and the local arts scene - **New**

**Community Recovery Officer** (Job No 721) - Disaster related counselling – **New**

**Child Care Assistant** (Job No TBA) - Care for children whose parents are participating in training – **New**

*If you are interested in any of these volunteer positions please contact us or check out on [govolunteer](http://govolunteer)*

## Training

It has been a busy start to the year, with dates for training workshops until July being scheduled. Make sure you stop by the website to check out the latest schedule and register your interest as soon as possible. Remember, these workshops being delivered are subject to the number of participants.

- Volunteering, what's it all about?
- Volunteer Management
- Grant Writing
- Governance
- Westpac Financial Education for Not for Profits

Further information on the workshops and how to register contact [training@fnqvolunteers.org](mailto:training@fnqvolunteers.org) or check out our website at <http://www.fnqvolunteers.org>

**Melinda Carter - Training Coordinator**

## Community Projects

### *Work Experience Activity*

Over the last few months, we have seen one door close and another one open with the ITEC Work Experience Activity Project (WEA). The Volunteer Calendar Project was brought to a close with participants finalising their publisher calendars; Download your copy from FNQ Volunteers' website. Participants certainly put their all into developing individual calendars that highlight key dates during the year in which volunteers can get involved. Congratulations to all and thank you for your contributions.

Our newest WEA project, in partnership with ITEC Employment, Budget Birthdays is just as exciting. Participants will be developing a book of children's party plans on a budget. This project will certainly showcase the participant's Word, Excel and Money Management skills. This project operates from our Cairns office on Tuesday and Wednesday.

**Melinda Carter - Training Coordinator** [training@fnqvolunteers.org.au](mailto:training@fnqvolunteers.org.au)

### *Cassowary Coast Connected Communities Project*

Initial preparations are in place for FNQ Volunteers work experience activity in Innisfail, in partnership with ITEC Employment. The Our Places - Our Spaces Project offers job seekers the opportunity to gain skills in the use of photographic and digital media, as well as computer software, to create a pictorial booklet and DVD of significant places and spaces in the Innisfail area. Various locations around Innisfail have been identified for photo opportunities using the digital equipment. This project operates on a Wednesday and Thursday and is based at the Our Place - Wellness Centre, corner Rankin Street and McGowan Drive, Innisfail.

**Doug Browne - Community Project Worker** [projects@fnqvolunteers.org](mailto:projects@fnqvolunteers.org)

### *Skilling Queenslanders for Work Initiative - Experience Counts Project #2 (SQW)*

The current program, based on the same funding guidelines from DEEDI as the previous two years, is aimed at returning participants aged over 45 years of age to the workforce. It is also designed to assist the same age group who are currently working less than 25 hours per week and seeking longer hours. Our experience shows that volunteering is one way to promote upskilling and confidence, as well as improving personal networks.

Participants are introduced to the member organisation by way of a Letter of Introduction, which differs slightly to our usual Letter of Introduction to identify SQW participants. It is worth noting that having a SQW participant on board in your organisation does not necessarily impose additional requirements on you. We will however contact you occasionally to check on a participant's progress.

We are regularly in contact with the business community in an effort to create pathways and opportunities for all participants. If you have volunteers currently registered with your organisation who you feel may be eligible to participate in this program, please contact me to discuss the eligibility requirements in detail.

**Rex Gregory - Community Project Worker** [programmes@fnqvolunteers.org](mailto:programmes@fnqvolunteers.org)

## Networks and Events

### Date Claimers

#### [Learning & Life Skills Arc Disability](#)

Performance COCA Theatre. Friday February 24 2012. Bookings essential contact ARC 4046 3607gold coin donation

#### [Cairns Business Women's Awards 2012](#)

To recognise women who volunteer their time and commitment to not-for-profit organisations, community organisations and charities. For all information regarding the Awards, visit the Cairns Business Women's website. Nominations close Friday 23 March 2012.

#### [Queensland Community Foundation](#)

Invites Entries for Philanthropist of the Year Awards 2012. The QCF Philanthropist of the Year awards gives Queenslanders the opportunity to recognise the efforts of individuals and businesses contributing to the non-profit sector in our community and the improvement of our society. There are four categories in which you can nominate:

- Corporate Philanthropist
- Community Philanthropist
- Young Philanthropist
- Junior Philanthropist

Nominations must be received by 5.00 pm, Tuesday 1st May 2012.

#### [Queensland Community Foundation Photojournalism Competition](#)

QCF is seeking the best photograph representing the act of giving and/or the face of philanthropy. \$2,000 First Prize to your Charity of Choice - \$500 People's Choice. Photographs shortlisted for judging will be featured in a public exhibition to be held in the Riverside Centre Foyer during Philanthropy Week 18 - 22 June 2012. The exhibition will be opened on Tuesday 19 June 2012. Entries close Tuesday 1 May 2012.

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