



VOLUNTEER COORDINATOR NETWORK

**Monday 7th June 2010
10 - 12 noon**

Venue: Trinity Bay High School

Attendees: Genelle Spencer (Lifeline), June Hall (Port Douglas Neighborhood Centre), Vita Scalia (Trinity Bay SHS), Cathy Donnelly (Port Douglas Neighborhood Centre), Jenni Sorenson (Port Douglas Neighborhood Centre), Mitch Hewett (FNQVI), Tracey Dickinson (FNQVI), Glenice Sheppard (FNQVI), Oni Vuniyaro (FNQVI), Chris Wilson (Bravehearts), Vicki Wundersitz (Conservations Volunteers Australia), Thomas Jia (Centercare), Paul Tonti-Filippini (Cairns Museum), Kathy Reardon (St Johns Community Care) and Suzanne Gibson (Cairns Museum)

Apologies: Jodie Klaproth (DCO), Mariana Vecchione (Migrant Settlement Services), Yvonne Petrusma (Migrant Settlement Services), Colleen Blunt (Marlin Coast Neighborhood Centre), and Penny Stewart (Blue Care), Sue McGuire (Hambledon House)

Presentation: Trinity Bay High School Cert II Active Volunteering Students

- 18 x Year 10 students
 - Looking for organisations to host 2-3 students for 30 hours starting end of Term 2
 - Class times: Monday 2pm-3pm & Friday 9am-10am.
 - Offers to be a guest speaker greatly appreciated.
- Contact Details: 40515788 or email vscal1@eq.edu.au

Activity: Volunteer Program Themes

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| • Support | • Sharing |
| • Healing | • Friendship |
| • Community | • Confidence |
| • Challenge | • Connect |
| • Participate | • Teamwork |
| • Knowledge | • Respect |
| • Communicate | • Fulfilling |
| • Experience | • Rewarding |
| • Skills | • Caring |



Volunteer Orientation processes

Information

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| <ul style="list-style-type: none"> • Organisational Information • Photo/Media Release • Internet Access Policy • Critical Incident Policy • Media Relation Policy • Code of Ethics • Code of Conduct • Privacy Information • Understanding the Volunteer Definition • Police Check | <ul style="list-style-type: none"> • Blue Card • OH & S – Specific to Organisation • Management Rights & Responsibilities • Risk Management Procedures • Dress Code • Membership Information • Confidentiality Agreements • IT Access • Values & beliefs • Fire Safety • Office Access |
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Format

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| <ul style="list-style-type: none"> • Periodical Service Reviews • Quiz • Policy topic of the Day – Make it FUN! • Check List • Handbook • PowerPoint • Group Interview | <ul style="list-style-type: none"> • Personal Interview • DVD • Pictures /photos • Training Record • Policy Review • Specific Time (Group) • Informal Chat • Registration forms/Agreements |
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Volunteer Programme Updates

- Port Douglas Neighbourhood Service Centre: Work Experience Program and Computer Service Training
- St Johns Community Care: Seniors Week August
- Bravehearts: New Contact Details
- Conservation Volunteers Australia: Current project of searching every street in Cairns for the Mexican Bean Tree
- Cairns Museum: Currently reviewing volunteer positions. Intending to develop new volunteer positions.
Have volunteers available to deliver community education programmes.
- Centacare: Developing effective community partnerships to deliver ER
- Lifeline: New areas and volunteer positions under review
- FNQ Volunteers Inc:
 - Encourage organisations to develop new Administration positions to meet community demand



Volunteer Programme Updates (cont)

- FNQ Volunteers Inc. (cont)
 - Mobility Allowance: payment available for volunteers with a disability that inhibits travel on public transport. Information on Centrelink website,
 - Qld Volunteer Awards
 - National conference on Volunteering: 27-29 October 2010 at Sebel Albert Park Victoria. www.volunteeringaustralia.org
 - Current Training available:
 - “Free Training for Volunteer Committees 4 x Weekly Workshop”
 - “FREE Not-for-profit Financial Management Workshops Managing Cashflow & Planning, Ratios & Break Even”
- More details on our web-site: www.fnqvolunteers.org

Next Meeting:

Monday 9th August 10am-12noon at Lifeline Aumuller St. Please park vehicles on the side streets or at the Bungalow Tavern (next door). Please invite new volunteer coordinators.