



Volunteering Auckland
Where Volunteering Begins

Promoting and Supporting Volunteering

Volunteer Trends

Autumn Edition

2010—Issue 2

Let's Talk ...



The National Volunteer Management Professional Development Project [VMPD] team, which we are informing through our "Working Smarter" series, now has a terms of reference. These set out the purpose of the project, how the VMPD team will go about its work and the outcomes to be achieved. Coordinated through Volunteering NZ the purpose is to take the national lead role in working towards:

- recognition of the importance of volunteer management in the delivery of quality volunteer services; and
- development and implementation of effective volunteer management structures within organisations that have volunteer services.

In carrying out its work, the VMPD team will be engaging with the volunteer centre network, the full cross section of organisations with volunteer services, Government and specialist support agencies such as ITOs, and will utilise research findings and other resource material.

Its aims will be:

- Acknowledgement of significance of quality volunteer management to quality volunteer programmes.
- Identification of what is required for development of professional volunteer management and the programmes and support resources needed to achieve this.

The VMPD team will now be working an action plan and how it will involve others from across New Zealand. There has already been dialogue with Volunteering Auckland and Volunteer Wellington to co-ordinate the national group's work with the local work programmes of both those centres.

This is an exciting development for the future of volunteering in Auckland and the work we are currently involved in with "Working Smarter" towards recognition of the strategic value of managers of volunteers and volunteer-involving programmes.

Yours in Volunteering,
Cheryll Martin, General Manager

Volunteer Awareness Week: 20th - 26th June

Volunteer Awareness Week (VAW) runs from Sunday 20th June to Saturday 26th June and the theme is "Volunteering Across the Generations". You couldn't get a more relevant theme with increased numbers of people volunteering in all age groups. Cross-generational volunteering covers everything from church groups representing all age groups helping out on a school maintenance project, families volunteering together on a conservation or other project, teenagers working with the elderly or youth events. Fathers and sons, mothers and daughters, older folks helping younger migrants to speak English. The possibilities are endless!

It's all about people from different generations working together. We've seen a 105% increase in people over 60 registering with VA in the past year, some of them retirees looking for something to keep them busy or simply to get out and meet people.

There are also increasing numbers of younger people wanting to volunteer, to increase their skills and also just to "give back." Typical projects they participate in are helping seniors to text on their mobile phones, conservation work and helping the elderly with craft work, as well as school teams assisting with house building projects.

It is heartening to see parents encouraging their children/teenagers to volunteer and even more fun if they take on a project together. Families may volunteer for Riding for the Disabled, environmental projects, etc.

With a database of almost 400 members we offer a large variety of projects. Providing interesting projects is key as well as flexibility around age barriers. If you have any interesting projects where generations can work with and for each other, we'd love to hear from you.



University students serve morning tea at Age Concern's International Day of the Older Person.

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What's On:

**Volunteer Awareness Week
20th – 26th June 2010
Theme: "Volunteering Across
the Generations."**

**Open Day at Volunteering
Auckland's** premises on Wed
23rd June from 9:30am –
3pm. Come along and meet
our friendly team and learn
more about our services.

COVAK training on Thursday
24th June with the theme
Volunteering Across the Gen-
erations.

Radio ads from 20th – 26th
June on ZM and Classic
Hits...listen out for us!

Volunteering Auckland

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Reintroduction of Membership Fees from 1 July 2010

As we mentioned in our last newsletter the Volunteering Auckland Board of Trustees has made the decision to reintroduce Membership fees. This is based on a number of discussions at focus groups held during the past year and also our own funding restrictions.

The fee will be introduced on the 1st of July 2010 and enclosed is a letter outlining the details of the new fee structure. As you will see the fees will be based on an organisation's annual income.

We do realize that at this time of reduced funding there may be those organisations facing hardship so please before cancelling your membership with us do contact us to discuss your situation. We know it is often the smaller organisations who need our support most.

Member's Corner

Your Volunteer Requests

Volunteer Awareness Week 2010 is drawing closer [20-26 June] and we have advertising in place on 2 popular radio channels during this week so please consider roles you may require a volunteer for and get your requests into our office by the end of May.

The Volunteer Request form is enclosed but if you would like to talk to someone about job descriptions or our process once we receive your request please phone Marja, Internal Services Coordinator on 09 377 7887 or email admin@volunteeringauckland.org.nz

Last Newsletter mail-out

Please note that this will be the last Newsletter sent by regular post. Our next issue in August will be posted on our website and email notifications will be sent to you with a link to our website.

So that you do get our Newsletter email please ensure that we have your up to date contact details. Please use form enclosed.

And on that note we do get regular bounce backs of emails and find there have been changes of staff. Please do keep us up to date so that when we have a volunteer who is interested in volunteering for your organisation our

interviewers can contact the most appropriate person.

Your questions

A recent query came from an organisation needing support but reluctant to involve volunteers because of past experiences. A volunteer had overstepped the boundaries of their role and how could they ensure this didn't happen again? First of all what are your policies around engaging volunteers in your organisation? Do you have any policies? Then decide what roles you have and for which you think you could utilise volunteers, think about the boundaries of this role; to what extent can the volunteer involve themselves in the running of your organisation. When you have decided this, think about the job to be done and create a job description. If you need any assistance with your policies, creating a job description or need advice on volunteer management we can help you with this.

We have 20 years experience in this area, we run training workshops and networking forums, and have a resource library available for members' use, so please do give us a call.

Look forward to seeing you at our Open Day!

International Events

2010 Australian National Conference on Volunteering

27 - 29 October 2010 Sebel Albert Park, Victoria
The conference aims to provide a national forum to:

- Initiate discussion, debate and analyse issues affecting volunteering.
- Discover new technologies that can affect or support volunteering.
- Examine initiatives that will grow volunteering and promote best practice in volunteering.

The programme aims to draw together papers, workshops and ideas that explore the following streams:

- Innovate - sessions that address different or innovative volunteer programmes or approaches to volunteering.
- Adapt - sessions that address the changing environment and how the sector has had to adapt or is adapting to change.
- Act - sessions that look at the systems, policies and procedures in volunteering and volunteering management in a practical way that provides delegates with solutions, tools and tips.

For more information keep an eye on :
www.volunteeringaustralia.org

Resources for NFPs

Workplace Wellbeing's one-stop employment relations resource is now in its second print run. Produced specifically for tangata whenua, community and voluntary sector organisations, the new edition contains up to date information on 90 day trial periods, and the new legislation regarding meal breaks and breastfeeding in the workplace. Copies are available for \$25 inc GST and postage, and can be ordered manamahi [dot] orders [at] gmail [dot] com or phone Jill Turquet at 04 472 3364.

Welcome to our newest NFP members:

Glen Innes CAB
Community Conservation Corps Trust
Mairangi Arts Centre
The Dutch Connection
Te Kakano Bilingual Play Group

And Welcome back to:

Remuera CAB

Magic Moments at VA

We were contacted recently by someone organising her sister's hen party as the bride wasn't interested in the usual "oily stripper" but was rather community minded, and did we have a one-off project for them please?? The initial project selected was filled and another has changed dates but we are still looking and hope to find them something that is a good fit!

Great idea folks! And of course our congratulations to the happy couple for their big day!!

New Research launched

"Describing the Value of the Contribution from the Vol Fire Brigade."

<http://www.fire.org.nz/Research/Publishsed-Reports/Pages/DescribingtheValueoftheContribution-fromtheVolunteerFireBrigade.aspx>

Volunteering NZ News

Volunteering NZ, with funding assistance from IBM will host a day-long workshop in Wellington with a group of young people and non-profit organisations during Volunteer Awareness Week - 20-26 June.

The aim will be to create a toolbox for change - some ideas, thoughts, conversations and actions that might help organisations in Aotearoa New Zealand shift the way they think, talk and act in order to engage more young people in volunteering. We need young people to put up their hands that they would like to join in this great discussion. Apply by **Wednesday 26 May to ed@volunteeringnz.org.nz**

Forum Series for Charities

Between April and June this year, the Charities Commission will be hosting 15 regional forums for charities. At the forums, you will be able to:

- get the latest snapshot of the charitable sector at a national and regional level, using data from the Annual Returns filed by charities
- learn what Payroll Giving can offer your charity, and have your questions answered by staff from the Office for the Community and Voluntary Sector
- find out more about the Commission's education and monitoring programmes, and give your feedback
- speak one-to-one with staff from the Charities Commission, Inland Revenue, and other agencies

Invitations to the regional forums are being sent to registered charities using the contact information each charity has published on the Charities Register.

Volunteering Auckland in partnership with Raeburn House and Community Waitakere is hosting 3 of these forums.

June 30th, 2010 — Panmure Community Centre and one more venue TBC

July 1st, 2010 — Harbour Function Centre, North Shore

If you have any questions, please contact education@charities.govt.nz

Team Volunteering

IAG—Kaipatiki Project



There's hardly been a day since I started work some 25 years ago that I haven't spent sitting behind a desk, poring over spreadsheets, audit reports or business plans. That was until last Tuesday, when I experienced my first day ever working in the fresh air at the Kaipatiki project on Auckland's North Shore. I enjoy gardening, – so it wasn't as though the experience was completely alien to me, but to start with it was still strangely disorientating. Shouldn't I be somewhere else answering e-mails and phone calls?

Our team of 16 was expertly trained and organised by Char, a Kaipatiki volunteer who is extremely knowledgeable

and passionate about the protection of the Eskdale Reserve ecosystem. She informed us of the names of all the plants, some 2,070 of which we potted, and taught us how to set a possum trap, 16 of which we set in the bush. Char told us tales of the many eco-warriors who had gone before us, the greatest of whom was known simply as 'Bart'. (IAG in-joke).

By the end of the day I had forgotten about spreadsheets, instead I was thinking:

I'm gonna build me a worm farm...

Friends of Volunteering Auckland

ANZ/National Banks [Including UDC Finance and Eftpos]

Cummins NZ Ltd

HSBC

IAG / State Insurance

IBM New Zealand Ltd

Invacare NZ

Microsoft New Zealand Ltd

PriceWaterhouse Coopers

SAP New Zealand Ltd

Sovereign Ltd

Tips to help you prepare to host a volunteer team:

If you advertise a project on our blog, make it attractive/interesting/catchy.

Generally you are responsible for providing equipment to do the project.

You should at least supply some form of refreshment, even if it's only water.

You are responsible for the health & safety of volunteers – it may be worth your while, when liaising with a team,

to ask the team to notify you of any special needs e.g. if the project involves working around a lot of dust you need to notify the team in case there is a volunteer who is asthmatic.

Alternatively, it is your responsibility to advise us and any volunteers that the project may involve heavy lifting, etc. You should include this in your description for the blog (just a short description).

You need to provide directions and parking instructions to the team.

Do you have a project coming up?

Contact: vaservices@volunteeringauckland.org.nz

Unsung Heroes

The New Zealand Herald and P&O Cruises are again seeking out New Zealand's Unsung Heroes.

It is the third year of the programme which gives much-deserved recognition to people who selflessly give of themselves to make a difference in their local communities.

Some of those nominated will be chosen to feature in a series of stories published in The New Zealand Herald over the coming weeks and five will be selected, along with a partner, to join a P&O Cruise on the Pacific Pearl.

Go to

www.unsungheroes.org.nz

to nominate your unsung hero or to download a poster for your community group. Nominations close on 31 May 2010.

Back Page Trainer

Upcoming Forums, Workshops:

18 May 2010, 10am—12noon

"Strategic Role of the Manager/Coordinator of Volunteers"

Gain an understanding of what is involved in the role of a Manager / Coordinator of volunteers and how it relates to the strategic direction of the organisation. We will explore this topic and what it means for us as Managers/Coordinators, for our organisation, for our volunteers – both current and future. **Venue: Glenfield Community Centre**

24 June 2010, 10am—12noon

"Volunteering across the Generations "

Venue: Pt. Chevalier Community Centre

Any enquiries about training workshops are always welcome!

Contact: vasupport@volunteeringauckland.org.nz

Advance Notice: 19th July 2010, 9.30am—12.30pm

"Positioning your volunteer program to

prevail" - Andy Fryar, OzVPM, Australia

The management and leadership of volunteers is no longer the domain of the 'soft and fluffy'!

Today's Volunteer Manager is required to do even more with the resources they are given, while at the same time juggling the ever changing demands of the modern day volunteer. So how do we re-assess our current place in all of this, and how do we go about moving forward in a way where we are in a position of control?

In this interactive half day workshop, Andy Fryar will:

Discuss the evolution of volunteers, volunteering and volunteer management

Examine some possible futures

Challenge you to understand your work as being more than 'just a job'!

Look at the impact of Generation Y

Help you find new ways of leading your volunteer team

Provide ideas about how you might gain more support for your program

Give practical tips and links for you to grow in your professional development.

Venue: VA Premises

Board Message— Employment Agreements for Paid Staff

The employment agreement [EA] is the foundation document on which the employment relationship is based. Under New Zealand law, EAs must be in writing and must include a number of minimum requirements. In addition, there are a number of provisions which may be important to include in the agreement to ensure that the parties to the EA are clear about what is expected of them. Getting the employment documentation right at the outset of employment is crucial to managing the risks around employing people.

There are two main types of EA – **fixed term** and **ongoing**. Fixed term EAs are of a fixed duration and can only be used where there is a genuine reason for engaging an employee for a set period. For example, where the employee is engaged to carry out a specific project or to cover a period of absence, say for an employee on parental leave.

It is crucial that fixed term EAs record the fact that the agreement is for a fixed duration and the

reasons for this, otherwise, the law provides that the employer loses the ability to rely on the purported end date.

Ongoing EAs are for all other workers who are engaged on an ongoing basis. Ongoing employment occurs where an employee has set, regular or rostered hours.

Casual agreements are a third type of agreement, but should be used with caution. Truly casual employment is rare and exists where employment is on an "as and when required" basis, with no obligation on the employer to provide or on the employee to accept work. True casual employment might for example be a "one off" engagement to help at an event. Where an employee is engaged as a "casual" but then works on an ongoing basis, they are likely to be in ongoing employment.

Kate Ashcroft, Trustee VA & Senior Solicitor, Hesketh Henry

Contact Details

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Robert Limb

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Quote:

"If our hopes of building a better and safer world are to become more than wishful thinking, we will need the engagement of volunteers more than ever" Kofi Annan