



HR New Volunteers Strategy

(Forms part of Human Resources Management Policy)

1. Scope:

The Taillem Bend Community Centre Inc. (TBCC) is committed to inducting all new volunteers into the Organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new volunteers to learn about the Organisation, its culture and the requirements of their role.

Area specific inductions must be undertaken by new volunteers, e.g. Kitchen, Shed or Office

2. Purpose:

This document has been developed to assist with ensuring that new volunteers and contractors have a smooth transition into the organisation and their roles.

3. Strategy

This document applies to volunteers, and employees responsible for conducting volunteer inductions, within TBCC.

All new volunteers will be inducted into TBCC.

4. Definitions

New volunteers refers to both recruits to the Centre, including short term volunteers and temporary work placements (eg Centrelink and other Government and job provider work programs).

5. Responsibilities

It is the responsibility of **Committee and Co-ordinator** to ensure that:

- All new volunteers participate in an induction program. Inductions will be done by The Coordinator or staff as appropriate.

It is the responsibility of the **Co-ordinator** to ensure that:

- The induction program is kept up to date with relevant information;
- The quality of the induction process is maintained.

Date first formulated	December 2015 (previously New Volunteer Policy V1 February 2007)	
Dates approved by Board	V1 (Incorporated into Human Resources Management Policy as HR New Volunteers Strategy)	June 2016
Next Review Date	June 2019	
Related Documents	HR New Volunteers Procedures HR Volunteer and Staff Induction Checklist (needs to be reviewed) Human Resources Management Policy Volunteer Pack	
Signed on behalf of TBCC Board of Management by:		
Name: Lorraine Cresp		
Position held: Chairperson		
		Signature: 