



VOLUNTEER INDUCTION POLICY

Policy number	07	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

INTRODUCTION

8CCC Community Radio Inc (8CCC) 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.

The induction program will enable new volunteers to learn about the organisation, its culture and the requirements of their role.

PURPOSE

The purpose of this document is to ensure that new volunteers have a smooth transition into the organisation and their roles.

POLICY

This Policy applies to Board members, staff and contractors responsible for conducting Inductions within 8CCC.

All volunteers will be inducted into 8CCC in a manner as described in the procedures that accompany this policy document.

AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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VOLUNTEER INDUCTION PROCEDURES

Policy number	07-1	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- all new volunteers participate in an induction program.

It is the responsibility of the Board to ensure that:

- An induction kit (electronic or hard copy) is developed, containing relevant documents, including Station Handbook and 8CCC policies;
- The induction kit is kept up to date with relevant information;
- The quality of the induction process is maintained.

PROCEDURES

The Board must ensure all new volunteers participate in the induction program.

All new volunteers should be provided with all necessary information, such as Workplace Health & Safety requirements, duties to be undertaken, physical layout of the site, policies and procedures, rules etc. This will ensure that volunteers can work safely and represent the organisation effectively.

The Board of management may assign a “mentor” (staff member, contractor or member) who will help induct the new volunteer. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff, be involved in giving feedback, etc.

The Board member of “mentor” is responsible for following up the volunteer’s induction as indicated on the Induction Checklist (see Appendix A).

AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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APPENDIX A

RECRUITMENT INDUCTION CHECKLIST

Volunteer Name: _____

Date of Commencement: _____

Email: _____

Date of Membership: _____

WELCOME Welcome new volunteer to the organisation.

INTRODUCTION

Provide copies of information about 8ccc and community radio on 8ccc.com.au and all relevant policies and procedures including Workplace Health and Safety. Provide an overview of 8CCC in Alice Springs and Tennant Creek, computer login, 8CCC website and online forms, Twitter, FaceBook and FaceBook groups.

WORKPLACE ENVIRONMENT

Conduct station tour (Alice Springs / Tennant Creek), including:

- Office, on-air studio, production and training studio
- First aid facilities
- Noticeboards
- Toilets and kitchen
- Building security

MENTOR

Assign a person to act as mentor.

Name of Mentor: _____

CONFIRMATION OF COMPLETED INDUCTION

Volunteer Name: _____

Volunteer Signature: _____

Mentor/Board Member Name _____

Mentor/Board Member Signature: _____

Date: _____