

Tableland Christian Radio Association Inc - Volunteer Induction Checklist



across the TABLELANDS

Tableland Christian Radio Association Inc.

Suite 2, Level 1, 135 Byrnes Street

PO Box 1402 Mareeba QLD 4880

Tel & Fax: +617 4092 2245

ABN: 29 010 831 156

admin@923.com.au

www.923.com.au

This checklist supports new Volunteer Induction / Orientation to be thorough and consistent regardless of who conducts it. NB that volunteers will have different learning needs so that Induction may need to be conducted across a number of initial visits.

Once a Volunteer Role has Been Established

The nominated volunteer should use this checklist as a guide and record of what the Induction has incorporated

Volunteer Name: _____

Induction Commenced: ____/____/____

Induction Complete: ____/____/____

Induction Conducted By: _____

Signed: _____

1. The new volunteer has been shown around the facility and introduced to committee members and other people associated with the Organisation []
2. The new volunteer is shown around the facility []
 - The amenities and where to secure valuables []
 - The tea room (how to access water, tea and coffee) []
 - Where equipment and supplies are kept, inc. telephone []
 - Shown how to access keys (as appropriate) []
 - Shown where the first aid equipment, fire extinguisher etc. are. []
3. The volunteer has had the role, purpose and values of the Organisation explained and has been provided with relevant Organisation information []
4. The volunteer also needs to be shown:
 - Specific work space, areas e.g. if working in studio, office etc. []
 - About parking []
 - Where the OH&S information is located []
5. The Organisation representative conducting the induction explains the following policies and provides the new volunteer with information about how to access the TCRA 4TVR Station Policy Manual for further reference. []
 - Governance Policy []
 - Community Participation Policy []
 - Human Resource Policy []
 - Complaints Policy []
 - Internal Conflict Policy []
 - Diversity Policy []
 - Given a run-down of Organisation contacts and what various people do []
6. The specific role and activities to be undertaken by the new volunteer have been explained and/or training for the role organized with notification of relevant requirements/times required of the new volunteer provided. []
 - The new volunteer has been provided with access to the TCRA 4TVR position descriptions []
7. Another current Organisation member or volunteer is assigned as a Mentor or Mate to show the new volunteer the specific tasks outlined in the Role Description []
8. The new Volunteer has provided appropriate personal contact information and emergency contact details []
9. A date has been set to catch up and see how everything is going []

I, _____ (*volunteer name*), have understood the induction provided and will conduct my activities associated with Tableland Christian Radio Association Inc and 92.3 FM 4TVR as appropriate to the vision of the Association and the Association's Constitution.

I, _____ (TCRA/92.3 FM 4TVR Inductor), have provided this induction in accordance with the Association's policies, Constitution and vision.

_____ Date.