

Reflection: Building a long-lasting friend's group

Questionnaire 2022

Leadership and management – What does this group aim to achieve and how?

What is the **vision statement/purpose** of your group? (A 'vision' is an inspiring statement)

What is your groups **mission**? (List a realistic and achievable outcome that is motivating for individuals or the group)

What are the groups **objectives or goals**? (A set of specific aims or goals of the group that can be measured, set within a time period)

Identify what **help is needed** – (List the tasks, people, skills, management needed to achieve the goals and objectives set by the group)

What is the groups' plan for? 12 months 2 years 5+years

Publicity - It's important to promote your group and what it does.

How you to promote your group? How are social media and other platforms used?

What can your group do to improve this?

Finance/fundraising – There are always new ways to access and use funds.

What fundraising **activities** and **grants** does your group undertake and apply for? Do you need more information about this?

What is your budget and what funds do you need? (Money for 'volunteer thankyou's' - books, coffees, morning tea, plants or washable gloves.)

Fostering volunteer involvement - This is planned and designed to contribute to the groups vision, goals and objectives.

Volunteer involvement supports the groups strategic direction. What resources (time, funds, equipment and tech) are allocated to volunteers? Do you need help with this? In what part of the process is help required?

Volunteer roles – It's helpful to define the roles within the group. These also need to be documented and communicated. It's helpful to get input from volunteers about roles.

What are the roles in your group, do any of these need to be filled? What is the current feedback about being in this role, from your volunteers?

| | |
|-----------------------|--|
| President | |
| Vice | |
| Secretary | |
| Treasurer | |
| Fund raising | |
| Volunteer recruitment | |
| Publicity | |
| Social media | |

Volunteer recruitment and selection – Recruitment strategies are ongoing.

Volunteers are provided with information* about the group and the various roles that can be undertaken. (*Rights, responsibilities, grievance processes and health and safety) Does your group do this?

How does your group source volunteers on an ongoing basis?

Volunteer support and development - Volunteers understand their roles and gain the knowledge, skills and feedback needed to safely and effectively carry out their duties. Volunteers are provided with an orientation.

New volunteers are made to feel welcome and immediately part of the group? **Y/N**

Supervision and mentorship and support is given to volunteers. **Y/N**

List the ways your group does this or ways it can improve on this.

Volunteer inquiries are responded to immediately within the group. **Y/N**

Volunteers knowledge and skills are reviewed to identify support and development needs. **Y/N**

Workplace safety and wellbeing
The health, safety and wellbeing of volunteers is protected in the 'workplace'.

Everyone has the right to feel safe and heard. There is a process in place to protect all members and volunteers. **Y/N**

Work task risks are highlighted. **Y/N**

Do you have a 'volunteer policy' with complaints and grievance procedures in place? (We highly encourage you to have this) **Y/N**

Volunteer recognition – Volunteer contribution, value and impact is understood, appreciated and acknowledged. Volunteers are informed about how their contributions benefit the group and the community.

The group/council regularly acknowledges contributions made by volunteers and the positive impact on the group, bushland and community. **Y/N**

How does your group acknowledge volunteers and what more can be done to do so? (NB - small ways like regular morning tea and big ways like media coverage/ceremonies and awards/benefits)

Quality management and continuous improvement - Effective volunteer involvement results from a system of good practice, review and continuous improvement.

Opportunities are available for volunteers to provide feedback about the group. **Y/N**

How often does your group review your processes? (Remember this can be informal like a suggestion box.)



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