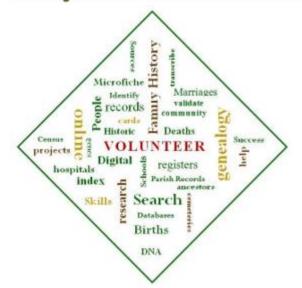


Induction for Volunteers



Welcome to the South Australian Genealogy & Heraldry Society Inc.

Promoting Educating Sharing

Collecting

Researching Preserving

Publishing

The Society exists to achieve the objects specified in the Society Constitution including:

- > To promote, encourage and foster the study, education, research and knowledge of genealogy, heraldry and other allied subjects
- > To publish appropriate material and operate a reference and lending library and research centre
- > To prepare, record and establish reference material relating to genealogy, heraldry and other allied subjects
- > To preserve, record and acquire family records and other genealogical material

Volunteers are the reason for the Society's success. The Society is made up of people with diverse skills and we look forward to your contribution. Whether helping in the Library, working on projects, helping with research, or contributing to the Society's management, it is the volunteers who make the Society, so thank you for volunteering.

The Society wants your volunteering experience to be effective, enjoyable and safe. To help in this we will provide you with induction training.

Module 1 Orientation for New Volunteers

Amenities, parking, routines, areas for volunteering, staff, communication

Module 2 Volunteer Roles

Job descriptions, on-the-job training, further training needs

Module 3 Code of Conduct

Expectations, volunteer agreement, privacy, copyright

Module 4 Work, Health & Safety

Responsibilities, policy and practices, emergency procedures, bullying and harassment, complaints and grievances, volunteer protection

Module 5 Equal Opportunity

Anti-discrimination laws, disability policy, sexual harassment policy

Volunteering in South Australia

Further information about volunteering in South Australia, including rights and responsibilities, can be found at

http://www.sa.gov.au/topics/community-support/volunteering