



VOLUNTEER INFORMATION KIT 2012





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Introduction

Horse SA recognizes the valuable contribution volunteers make to our organisation. Every day volunteers help with a range of tasks including administration, research, trail maintenance or advocacy.

Volunteers giving their time, unique talents, skills and knowledge significantly enhances the opportunities for South Australians to own horses and participate in horse activities at all levels, to improve horse keeping/land management and achieve other goals of Horse SA.

General information about Horse SA can be found on www.horsesa.asn.au click onto “About Horse SA” and www.horse.org.au.

We encourage you to join the team of passionate people who support the work of Horse SA. Make contact with HorseSA today to check out what opportunities may suit you.

NOTE: There are jobs for everyone, but computer literacy is useful, as most of our work and communication happens online. We particularly welcome involvement of volunteers with specialist skills such as marketing or financial planning.



How to get started

Potential volunteers are invited to familiarise themselves with this Volunteer Information Kit and the Horse SA policies.

Once you have made contact and registered your interest in volunteering, an organisation representative will talk you through opportunities, jobs and processes involved.

When your application has been accepted, you are asked to:

- ✚ download & read the Horse SA Volunteer Information Kit,
- ✚ download & read the Horse SA policies,
- ✚ complete the Horse SA Volunteer Online Induction,
- ✚ undertake the required training or orientation, and
- ✚ sign off that the Volunteer Information Kit, Policies and Induction have been undertaken.

New volunteers are required to provide at least two referees.

Some volunteer positions will require background checks to be undertaken; this will include all roles that involve working with children.



Benefits, Rights & Responsibilities

Benefits to Horse SA volunteers include:

- ▶ The opportunity to contribute to the goals of Horse SA
- ▶ The opportunity to extend or improve personal and professional skills
- ▶ Personal satisfaction through the provision of a worthwhile and valued service
- ▶ Making new friends or extending professional networks
- ▶ Being a valued member of the Horse SA team.

Benefits to Horse SA include:

- ▶ The goals of Horse SA are achieved as volunteers contribute their time, ideas, talents and skills
- ▶ Volunteers support Horse SA to initiate, enhance and extend programs and activities
- ▶ Horse SA benefits from the energy, creativity, abilities and varied perspectives of volunteers.

Horse SA volunteers have the right to:

- ▶ Have the expectations of working with Horse SA outlined
- ▶ Receive a clearly written, comprehensive position description
- ▶ Be matched with a job role that suits your interests and skills
- ▶ Participate in decision making relating to your role
- ▶ Expect appropriate training and development to be offered
- ▶ Know who to speak to if problems or difficulties arise
- ▶ Receive constructive feedback on performance
- ▶ Be trusted with confidential information when necessary
- ▶ Proper management and support to achieve the agreed task
- ▶ Safe work environments
- ▶ Volunteer insurance
- ▶ Reimbursement of expenses on approval by the Executive Officer in a timely manner
- ▶ Respect and recognition of their volunteer work.
- ▶ To be treated as a team member
- ▶ Have their concerns listened to
- ▶ Have the right to say “no” to a role
- ▶ Withdraw from the volunteer role
- ▶ Receive a reference (on completion of work carried out to a satisfactory level)
- ▶ Be recognised for the service they offer to Horse SA.

Horse SA volunteers have the responsibility to:

- ▶ Find out about Horse SA
- ▶ Represent Horse SA in a positive manner



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- ▶ Make a commitment about the time and type of volunteer work that is achievable and realistic
- ▶ Work with other team members to undertake roles to an acceptable standard
- ▶ Be familiar with Horse SA policies and comply with their requirements
- ▶ Be familiar with the appointed positions related to policies
- ▶ Be familiar with personal safety and welfare
- ▶ Report any hazards as soon as reasonably practicable
- ▶ Undertake appropriate training as required for an agreed job role
- ▶ Notify the Horse SA office if unable to perform a task
- ▶ Respect confidentiality, privacy and rights of others
- ▶ Acknowledge decisions made by staff and other volunteers
- ▶ Ask for support when it is needed.

Horse SA has the right to:

- ▶ Define position descriptions for volunteers
- ▶ Match volunteers to roles
- ▶ Expect compliance with Horse SA policies
- ▶ Expect each volunteer to be punctual, reliable and perform given tasks to the best of their ability even with short-term roles
- ▶ Provide feedback on performance of a volunteer in order to increase their skills
- ▶ Expect volunteers to participate in any training and development offered related to their role
- ▶ Expect enthusiasm and commitment to their work in Horse SA
- ▶ Expect clear and open communication between the volunteer and Horse SA
- ▶ Release a volunteer who is not suited to their role.

Horse SA responsibilities to volunteers are to:

- ▶ Provide an appropriate structure for the management of volunteers
- ▶ Match volunteers with roles that take into account their interests and skills
- ▶ Change roles for volunteers for variety or to better match skills
- ▶ Provide orientation and appropriate training opportunities
- ▶ Provide a working environment that encourages positive contribution to Horse SA
- ▶ Provide job descriptions, policies and procedures
- ▶ Reimburse volunteers for approved out-of-pocket expenses
- ▶ Ensure volunteers are given necessary support to perform tasks
- ▶ Respect input and ideas from volunteers
- ▶ Respect the privacy of volunteers
- ▶ Provide opportunities for volunteers to receive recognition.



Volunteer Job Descriptions

Position Title: **Chairman**

Term:

1. The Chair is appointed by the Management Committee for a one year term

Qualifications, Skills & Responsibilities

- Commitment to the work of Horse SA
- Provide leadership and direction on the Management Committee
- Knowledge and skills in one or more areas of MC governance, policy, finance, programs and personnel
- A signing authority on behalf of the MC for financial and legal purposes
- Chair meetings of Horse SA. See that it functions effectively, interacts with management optimally, and fulfills all of its duties. Work with the EO to develop Agendas
- Serve as Ex-officio member of other Management Committee sub-committees
- Call special meetings if necessary
- Arrange for Vice to Chair meetings in the absence of the Chair
- With the EO recommend composition of the Management Committee. Recommend committee Chairperson with an eye to future succession
- Assist to recruit new Management Committee Members & volunteers
- Periodically consult with MC members on their roles and help them assess their performance
- Establish overall long and short term goals, objectives and priorities for Horse SA in meeting the needs of the horse community
- Ensure MC members receive Agendas & Minutes in a timely manner
- Reflect any concerns management has in regard of the role of MC members. Reflect to the EO concerns the MC or other members may have.
- Prepare a review of the EO and recommend salary for consideration by the appropriate committee
- Oversee searches for a new EO when required
- Annually focus the MC's attention on matters of organisational governance that relate to its own structure, role and relationship to management
- Work in partnership with the EO to make sure that MC resolutions are carried out
- Serve as an alternative spokesperson
- Enhance relationships with other community groups and agencies
- Fulfill such other assignments as the Chairman and EO agree are appropriate and desirable for the Chairman to perform
- Adhere to general duties as outlined in the MC job descriptions



- To foster a positive working relationship with other MC members and Horse SA Staff & volunteers
- Be aware of, and abstain from any conflict of interest

Position Title: **Vice Chair**

Term:

1. Must have completed one year of MC membership term and have an understanding of meeting procedures
2. The Vice is selected by the Management Committee to serve for a one –year term

Qualifications, Skills & Responsibilities

- Commitment to the work of Horse SA
- Knowledge and skills in one or more areas of MC governance, policy, finance, programs and personnel.
- A signing authority on behalf of the MC for financial and legal purposes
- Willingness to serve on at least one committee
- Attendance at MC meetings, held bi-monthly
- A time commitment of five hours per month
- Attendance at the AGM and General Meetings
- Be informed of the services provided by Horse SA and publicly support them
- Prepare for and participate in the discussions and deliberations of the MC
- To foster a positive working relationship with other MC members and Horse SA Staff & volunteers
- Be aware of, and abstain from any conflict of interest

Major Duties:

- Fulfill Chair position in the absence of the Chairman in meetings
- Be an active member of the Executive Committee
- A signing authority on behalf of the MC for financial and legal purposes
- Adhere to the general duties outlined in the Management Committee member job description
- Actively contribute to the work and support of Horse SA outside of committee meetings

Position Title: **Secretary**

Term:

1. The Secretary is appointed by the Management Committee for a one year term

Qualifications, Skills & Responsibilities

- Commitment to the work of Horse SA
- Willingness to serve on at least one committee
- Attendance at bi-monthly Management Committee meetings
- Good communication and written skills. Good IT skills.
- A time commitment of at least five hours per month
- Attendance at AGM and all General Meetings
- Be informed of the services provided by Horse SA and publicly support them
- Prepare for and participate in the discussions and deliberations of the MC
- To foster a positive working relationship with other MC members and Horse SA Staff & volunteers
- Be aware of, and abstain from any conflict of interest

Major Duties:

1. Keeping the Minutes of Horse SA, monitoring and verifying their accuracy and circulating to all MC members
2. Keeping the Register of members and allowing members to inspect it
3. Ensuring the change of records for any land owned by Horse SA on its incorporation or afterwards
4. Ensuring that the Constitution is in a legible state, with the current version lodged with the Office of Consumer & Business Affairs in accordance with the Associations Incorporations Act
5. Lodging financial statements
6. Notifying the Office for Consumer & Business Affairs of any changes to officers
7. Notifying the Chair of insurance arrangements for Horse SA
8. Providing notice for the convening of all AGMs, Special Meetings and meetings to hear membership appeals
9. Prepare for and participate in the discussions and deliberations of the MC
10. Actively contribute to the work and support of Horse SA outside of committee meetings



Position Title: **Treasurer**

Qualifications/Skills: Completed one year of MC membership or work with an established MC member as a Mentor, and have the ability to read, understand and interpret financial statements. An understanding of MYOB accounting systems

Term:

1. The Treasurer is appointed by the Management Committee to serve a one-year term

Responsibilities

- Commitment to the work of Horse SA
- Willingness to serve on at least one committee
- Attendance at bi-monthly Management Committee meetings
- A time commitment of at least five hours per month
- To receive training (if required) from, and work with, the appointed Horse SA MYOB Consultant
- Attendance at AGM
- Be informed of the services provided by Horse SA and publicly support them
- Prepare for and participate in the discussions and deliberations of the MC
- To foster a positive working relationship with other MC members and Horse SA Staff & volunteers
- Be aware of, and abstain from any conflict of interest

Major Duties:

1. Ability to read, understand and interpret financial statements for MC members
2. Convene the Annual Financial Review with the Horse SA appointed Auditor
3. A signing authority on behalf of the MC for financial matters
4. Ensure audited financial statements are presented to the MC on an annual basis
5. Act as a resource to other Horse SA committees
6. Adhere to general duties as outlined in the MC job description
7. Actively contribute to the work and support of Horse SA outside of committee meetings.



Position Title: **Management Committee Member**

Function:

- Provide Governance to Horse SA, represent it to the community and accept the ultimate legal authority for it.

Qualifications/Skills:

- Knowledge and skills in one or more areas of Horse SA or the horse industry, e.g. policy, Trails, Road Safety for horse riders, horse keeping, business management, animal health & welfare, etc

Nominees must be current financial members of Horse SA

Term:

- MC members are elected by the Horse SA membership at the Annual General Meeting
- MC members can serve up to three one-year terms consecutively

Requirements:

- Commitment to the work of Horse SA
- Willingness to serve on at least one committee
- Attendance at bi-monthly Management Committee meetings
- A time commitment of at least five hours per month
- Attendance at AGM
- Be informed of the services provided by Horse SA and publicly support them
- Prepare for and participate in the discussions and deliberations of the MC
- To foster a positive working relationship with other MC members and Horse SA Staff & volunteers
- Be aware of, and abstain from any conflict of interest

Major Duties:

- Govern the organization by the broad policies developed by the Management Committee
- Establish overall long and short term goals, objectives and priorities for Horse SA in meeting the needs of the horse community



- Recommend policy to the MC
- Promote membership of Horse SA through community networking etc.
- Be accountable to funding providers for the services provided and funds expended
- Monitor and evaluate the effectiveness of Horse SA through a regular review of programs & services
- Provide candid and constructive criticism, advice and comments
- Approve major actions of Horse SA such as capital expenditure and major program and service changes
- Annually review the performance of Management Committee and take steps to improve MC performance levels if necessary
- Seek nominations for election to the MC when appropriate
- Prepare for and participate in the discussions and deliberations of the MC- contribute actively and proactively
- Foster a positive working relationship with other MC members and Horse SA staff & volunteers
- Be assured that management succession is properly being provided
- Appoint independent auditors subject to approval by members
- Review compliance with relevant laws affecting Horse SA including the Associations Incorporations Act.
- Actively contribute to the work and support of Horse SA outside of committee meetings

Position Title: The Australian Horse Industry Research & Development Trust Advisory Board Member

Information can be found on www.horsetrust.com.au

Function:

- Provide Governance to the Trust, represent it to the community
- To provide advice to the Horse SA Management Committee in relation to the operation of the Trust

Qualifications/Skills:

- Knowledge and skills in one or more areas of Horse SA or the horse industry, e.g. Horse health, Research, Welfare, horse keeping, business management, strategic planning, fundraising, bequests etc as per the Trust Deed.

Nominees must be current financial members of Horse SA

Term: TBA



Requirements:

- Commitment to the work of the Trust, and through the Trust, Horse SA.
- Attendance at twice yearly Advisory Board meetings
- A time commitment of at least five hours per month
- Be informed of the services provided by the Trust and publicly support them
- To foster a positive working relationship with the broader horse community in relation to the work of the Trust
- Be aware of, and abstain from any conflict of interest

Major Duties:

- Establish overall long and short term goals, objectives and priorities for the Trust
- Be accountable to funding providers and donors for the services provided and funds expended
- Monitor and evaluate the effectiveness of the Trust through a regular review of programs & services
- Support fundraising efforts
- Provide candid and constructive criticism, advice and comments
- Provide recommendations to the Horse SA Management Committee for major actions of the Trust such as capital expenditure or new services
- Annually review the performance of the Trust and take steps to improve performance levels if necessary
- Be assured that management succession is properly being provided
- Review compliance with relevant laws affecting the Trust
- Actively contribute to the work and support of the Trust outside of committee meetings.

Position Title: **Event Volunteer**

Horse SA runs a range of educational, cultural, business networking and social events throughout the year.

Each event requires volunteers to assist in the smooth running of the function.

Tasks will typically involve:

- ▶ Room set up
- ▶ Door registrations
- ▶ Running a small “shop” to sell merchandise
- ▶ Setting up refreshments



- ▶ Room tidy up

Position Title: **Kidman Trail Volunteer**

The Kidman Trail is a multi-use trail from Willunga to Kapunda. General information can be found on www.kidmantrail.org.au

General Duties:

- Responsible for visiting agreed sections of trails or Trail Heads at least once per month to assess their condition
- Responsible for removing sticks and other debris from the trail corridor
- Reporting theft, damage, urgent repairs or upgrades in a timely manner
- To work with the Trail Manager to help coordinate works along the trail
- To assist trail users with local information about the section of trail or Trail Head in a courteous manner
- To help promote the trail in your local area
- To undertake light trail maintenance work (optional)

General Notes:

- Volunteers will frequently work alone and in an outdoors environment
- Leave No Trace principles are to be observed

Training:

- Volunteers are required to undertake volunteer orientation prior to commencing volunteer work, including familiarization with Horse SA Volunteer Information Kit & policies
- Volunteers may be required to attend a trail maintenance training prior to undertaking light maintenance duties or participating as part of a larger work team



Light Trail Maintenance (Optional)

Trail maintenance volunteer work performed will involve one or more of the following:

Trimming, pruning, sawing, installment or re-installment of trail posts, fixing or re-fixing of trail markers onto trail posts, fixing or re-fixing other small signage onto its fixture, clearing culverts of debris, keeping trail drainage lines clear, weed control and litter pickup.

Trail Maintenance Volunteers will from time to time need to liaise with private landholders or public land managers. Initial contact will be initiated via Horse SA.

Horse SA has an agreement with the Office for Recreation & Sport related to Kidman Trail condition reporting and maintenance schedule. This agreement has the following requirements in relation to trail maintenance:

- Maintenance tasks must be identified through a trail inspection (written notification to Kidman Trail Manager- Horse SA)
- Not undertaking tasks over 2M in height
- Do not involve the use of a ladder
- Do not involve the use of power tools
- Completion of reporting

Horse SA will arrange for the provision of:

- Protective clothing and equipment to undertake the task
- Suitable tools
- Warning signage for when undertaking works
- Suitable vehicle if required - according to the task and geographic location

Health & Safety

Physical Demands range from light exertion to arduous exertion depending upon the task. Volunteers and the work they perform will be appropriately matched regarding their personal interests and abilities. In general, trail maintenance often involves frequent stooping, lifting, reaching, bending, carrying, and repetitive motion. Occasionally walking may be required along a trail while carrying tools or other equipment. Objects weighing more than X Kg may need to be lifted or otherwise moved mechanically.

Working conditions may encompass all types of weather, from hot and humid to wet and cold. Work will occur across uneven terrain, including hills, slopes, grades, and wetlands in both forested and open areas, which may present numerous slipping and tripping hazards such as rocks and tree roots, mossy stones or logs, mud and water, or loose gravel. Exposure to long periods of sunlight, wind, dust/dirt, insects, motor noise, exhaust, or gas/paint fumes is possible. Trail conditions will be affected by natural forces.



Personal Protective Equipment (PPE) for Trail Maintenance tasks includes: first aid kit, sturdy work gloves, and sturdy leather work boots.

All trail volunteers are strongly encouraged to carry mobile phones, radios, or other communication devices whenever and wherever possible/practical in case of emergencies. Additional safety considerations such as proper hydration, heat disorders, hypothermia, insect/animal bites & stings awareness appropriate given the local work environment, season, and geographic location will apply.

Position Title: **Virtual Volunteer**

What is virtual volunteering?

Virtual volunteering is a way to get involved, take action, and generally 'give back' online. It means volunteer tasks are completed, in whole or in part, via the internet and a home or work computer.

Here are a few examples of what a virtual volunteer can do to help Horse SA

Administration and maintenance:

- Proof reading
- Developing excel sheet databases or updating existing ones
- Collating information
- Preparing text for brochures & publications
- Graphic Design (if you have Adobe InDesign)
- Map generation using ESRI

Consultation & Research:

- Campaigning forum
- Collating consultation feedback
- Questionnaires and surveys
- Researching
- Online research
- Promote fundraising events

Media and publicity:

- Designing and branding
- Designing publicity materials
- Podcasts
- Taking and submitting photos



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- Blogging
- Videos
- Music production
- Promotion

Websites and online communities:

- Uploading information to a website
- Updating online search engines

Job Description Credit: TheSite.org (no date). *What is Virtual Volunteering?* Retrieved from <http://www.thesite.org/workandstudy/volunteering/virtualvolunteering>.



Volunteer Application/Registration Form 2012

Name: Date of Birth:

Address:..... Postcode:

Phone No(home): Work: Mobile:

Email:

Do you have an existing medical condition or take medication which could affect your safety? YES / NO
If YES please state the condition/medication and attach a Health Care Plan developed in consultation with your medical practitioner so that we can provide appropriate medical assistance if needed:

EMERGENCY CONTACTS:

Name:

Relationship:

Address:

Phone:

I am applying for *(cross out all that do not apply)*

**Management Committee/ Horse Trust Advisory Board Volunteer/Event Volunteer/Kidman Trail/
Virtual Volunteer/ other role (please specify) _____**

NEW VOLUNTEERS ARE REQUIRED TO SUPPLY TWO PERSONAL REFEREES:

1. Name: Phone:

2. Name: Phone:

List any special skills:

I understand that this is a Volunteer application form only and registration of interest.

On acceptance of the application I understand that I will need to undertake to complete the Volunteer Information Kit, read & sign the Horse SA policies and undertake the online indication program.

Signed:

Date:



Volunteer Induction Checklist

Areas to be covered by Horse SA rep	√	Date
<p>About Horse SA</p> <p>Organisational Structure Aims & Objectives Who's who in Horse SA</p>		
<p>Horse SA Office/Event Venue</p> <p>Tour of office (i.e. first aid, toilets, emergency exits) Parking Where to leave personal belongings</p>		
<p>Role</p> <p>What volunteer will be doing – their role/tasks Who their direct point of contact is Introduction to other volunteers Relevant qualifications (e.g. first aid) Training & development needs discussed</p>		
<p>Policies & other important documents</p> <p>Volunteer Information Kit Horse SA Policies Confidentiality</p>		
<p>OHSW</p> <p>Health & Safety Reporting Hazards Safe Systems of Work</p>		
<p>General Information</p> <p>Reimbursement Dress code Membership</p>		

Date Induction Completed: _____

Signed: _____

Please include any comments, feedback &/or suggestions you may wish to make:



Incident Report Form

PERSONAL DETAILS	
Family name:	Other Name:
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Contact Phone No: (w) _____ (home) _____
Status: <input type="checkbox"/> Volunteer <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Event Participant <input type="checkbox"/> Visitor	
INCIDENT DETAILS	
Date of incident: ____/____/____	Time of Incident: _____ am / pm
Location where Incident occurred:	
What happened? <i>(Describe what happened, and include the events that led to the occurrence of this incident)</i>	
This incident resulted in: <input type="checkbox"/> Injury <input type="checkbox"/> No injury <input type="checkbox"/> Property damage <input type="checkbox"/> Hazard identified <input type="checkbox"/> Near hit	
The incident was reported to (Supervisor) Name of Supervisor: _____ on ____/____/____.	
Is the incident an Immediately notifiable work related injury or a dangerous occurrence if so it must be reported to SafeWork SA	
INJURY/DAMAGE DETAILS	
If injury was sustained, what part of the body was affected or if damage occurred what was damaged?	
MEDICAL TREATMENT	
Was any First Aid provided? Yes/ No When ____/____/____ at _____ am / pm	
From whom?	
Was any medical treatment sought/provided? When ____/____/____ at _____ am / pm	Notes:
From whom? (Ambulance/Doctor)	
Were there witnesses? If so, name of witness(s):	Contact Phone:
DESCRIBE WHAT HAPPENED:	
Please describe the events and contributing factors that led to the incident:	
SUPERVISOR'S ACTION :	
I have taken the following action to reduce/ eliminate the risk of re-injury or re-occurrence:	
Name of Supervisor:	Contact Phone Number:



Signed:	Date:
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Horse SA Volunteer Reimbursement Claim Form

NAME: _____

DATE	ITEM	REASON	SIGNATURE	AMOUNT	APPROVED BY

**** All receipts MUST be attached

Bank Details to enable reimbursement:

Name of Account:

Bank:

BSB:

Account Number:

Return to: Horse SA PO Box 20 Wayville SA 5034



Volunteer Checklist

To be signed and returned to Horse SA
Email horsesa@horsesa.asn.au
PO Box 20 Wayville SA 5034

The following forms have been signed and returned to Horse SA

€ Volunteer Registration Form

€ Volunteer Policy Set (Horse SA can provide a hard copy to sign and return)

€ I have read the Horse SA Volunteer Information Kit 2012

€ I have completed the Horse SA Online Induction 2012

Name:

Signed: Date:

(Include this signed form with the above to ensure that both parties have fulfilled Induction requirements)