

UPDATE



volunteering waikato
"enriched lives and communities
through volunteering"

NEWSLETTER

JANUARY 2012

FOR YOUR
DIARY

**Tuesday,
February 7**

Volunteer Co-ordinators
Network Meeting - SEE
PAGE 2 FOR DETAILS

~ ~ ~

**Tuesday,
March 6**

TRAINING WORKSHOP:
Volunteer Retention -
details to come!

~ ~ ~

**Tuesday,
May 1**

TRAINING WORKSHOP:
Role Descriptions for
Volunteers -
details to come!

~ ~ ~

June 17-23,

Volunteer Awareness
Week

~ ~ ~

**Wednesday,
June 20**

Volunteer Excellence
Awards

~ ~ ~

**Wednesday,
December 5**

International Volunteer
Day

From the General Manager...

One of the real bonuses of technology is the ability to continue to work to provide volunteering opportunities, and to provide volunteers, even while our centre is closed and our staff have their feet up enjoying a well deserved break.

While our centre was closed, 31 volunteers registered on our website, between them applying for 42 positions.

This is the same of course as volunteers now being able to register and apply for positions in the evening and weekend, from anywhere in the region.

We all know that we live in an 'instant society' - most of us decide what we want, and then we want it now. Delays in getting what we want can often lead to a reduction of interest or motivation - volunteering is no different.

When an individual applies to be a volunteer with your organisation, they will expect to

be contacted within a couple of days (or sooner), and they will expect to be in there volunteering within a very short time frame.

While we absolutely understand that the volunteer will often be required to go through some kind of process (application forms, criminal record check, reference check etc), the volunteer needs to be made aware of this - they need to know that you value and appreciate their offer to assist your organisation.

Even if there is a process to go through, it is vital that you always contact the volunteer - preferably by phone first - to let them know that you have received their application, and to let them know what the process is from here.

If you will not be able to contact the volunteer within a week, for instance if you are going to be on leave for a couple of weeks, you need to get someone else to

contact the volunteers. Alternately you could simply close the position and reopen it when you return.

The most constant and concerning feedback that we receive from volunteers is that they have not been contacted by the organisation that they have applied to. This sometimes results in a withdrawal of their application, or worse, a withdrawal from the motivation to volunteer at all.

Our community needs all the volunteers it can get, and we ask you to help us to encourage and value all those who offer to give us their time, effort and skill.

Please check to see that each volunteer we have referred you has been contacted, and please continue to contact newly referred volunteers as promptly as you possibly can!

Heather Moore
GENERAL
MANAGER



Another bumper year for Volunteering Waikato!

Once again Volunteering Waikato is very proud to have broken many of our previous records, assisting more community organisations to find more volunteers than ever before...

Volunteers registered in 2011 = 2079 (18% increase)

Volunteer position applications in 2011 = 2626 (27% increase)

Current member organisations = 202 (23% increase)

Organisations outside of Hamilton = 61 (79% increase)

We look forward to continuing these upwards trends and we look forward to assisting your organisation, and our community in general.





"Cheers to a New Year and another chance for us to get it right!"

~ Oprah Winfrey

VOLUNTEER CO-ORDINATORS NETWORK MEETING

You are invited to attend the next Volunteer Co-ordinators' Networking Meeting. Volunteering Waikato will host this meeting; see how and where they work.

These meetings are a great opportunity to share ideas with volunteer co-ordinators from Volunteering Waikato's other member organisations.

Tuesday, 7 February,
2-3pm

Volunteering Waikato
Level 2, Caro St
Community Building
Cnr Caro & Anglesea
Streets

RSVP TO:
Veronica Keats

(See page 4 for contact details)

Getting back into it...

The festive season is over and it's back to work for many of us. I hope everyone has had a brilliant break with their family and friends. Here in the office we are gearing up for what promises to be another rewarding year.

Looking at what Volunteering Waikato's needs are for the year ahead, I have got in early and already listed a position for new volunteers. If you have training or an event planned in the next couple of months, now is the time to start finding volunteers for your programme/project.

If you have forgotten your password, or if you need some help navigating the website, just give me a call on 07 838 3449.

Volunteering Waikato holds a bi monthly network meeting for those who are managing / co-ordinating teams of volunteers, and this year our network

meetings are taking on more focus. The first network meeting will focus on planning for the year ahead particularly around what volunteers might be needed.

These network meetings are a great way to share ideas with others working in a similar field and I always find I leave each meeting with a gem of wisdom that someone has shared with the group.

There will also be an opportunity to discuss with Raewyn Calvert, a 'how to' on engaging groups to undertake voluntary projects.

Those of you who have had a group come and do a project for you in last year will know just how amazing an impact a group can make in a short period of time.

So what do you need help and/or support with this year? Provided a role has not been a paid position

in the last six months, you can probably list it with Volunteering Waikato - within some guidelines of course. Clerical, accounting, animal and catering type roles are always popular.

This year we will be hosting five workshops in our volunteer management series, facilitated by Jenny Magee, beginning in March. They will be held in alternate months to the network meetings. Jenny brings a wealth of experience and ensures that the workshops are informative and up to date.

Veronica Keats
VOLUNTEER CO-ORDINATOR

'If you know where you want to go, you have a better chance of getting there' ~ Anon

New Year... New Volunteers... New Roles??

If your organisation needs additional volunteers - either right now or in the coming months - now is the time to advertise!

Remember to think ahead... it can take time to find the right volunteers for your role and your organisation.

We are especially low on positions in the following areas:

Accounting / Finance	Tutoring
Performing Arts	Sport
Gardening / Conservation	Catering / Food
Driving	Clerical / Reception
Counselling / Social Service	Special Events

If you need help listing your new position/s - give Veronica a call on 07 838 3449

What could a group achieve for you?

A very Happy New year to you all!!

Last year certainly ended with a 'bang and not a whimper' as far as group projects was concerned. There were a large number of corporate groups in particular who had their staff involved in volunteering right up until the week before Christmas. It was great to see those volunteers really got into the Christmas spirit and enjoyed what they were doing!

For your Calendar: What can we do to help your organisation this year???

It's all about planning!

As you all return to work this month you will no doubt be looking at your calendar for the year and identifying the tasks you might have ahead of you. Some areas where I am sure we can support you in are:

- **Annual Appeal /Publicity weeks:** Does your organisation have a specific week when you profile your work or have an annual appeal? If so, now is the time to consider whether or not a group of volunteers might be able to help you out.

- **Volunteer Awareness Week – June 17 – 23.** Do you acknowledge your volunteers in a special way during this time? It may be that you send out cards or gestures of appreciation at this time. A group of volunteers may be able to help you.

- **Volunteer Thank You functions.** Do you hold a function to thank your volunteers? In a not-for profit organisation this can be a challenge as it is often your volunteers who you use for EVERYTHING! Given enough time we may be able to organise a group who can work with you to set up, wait on tables, serve food and help clean up on the day.

- **Special functions/Events.** Our corporate groups are available for week day volunteering and can certainly assist with any preparation during that time

- **Newsletters** – folding and envelope stuffing. We have several groups of volunteers who just love to do this work! They are often unable to work in the paid workforce and love the opportunity to complete

tasks which help others. We have had wonderful feedback about the work they have done

- **Spring Cleaning, maintenance** of your facilities. Do you have a special event coming up? Would you like your premises to have a 'face-lift' for that event?

While we have some groups who can work for several hours during a day, we also have quite a group of corporate volunteers who are keen to work for a full day on a specific project, but we need time to organise this effectively.

I have listed but a few ideas above. You may have other things which you think we might be able to help with – please contact me so that we can talk about them.

Please take the time to think through your needs for the coming year and the sooner we have information from you the better we can organise the support you need.

Raewyn Calvert
**COMMUNITY PROJECT
 CO-ORDINATOR**



A big thank you to the teams of Employee Volunteers from Deloitte and Genesis Energy who took part in our Christmas gift wrapping project



Volunteering Waikato thanks the following Funders, Sponsors and Supporters:

Accuwrite
 Wordsmiths, ASB,
 Basketique,
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 House of Travel,
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 Southern Trust,
 The Base,
 Trust Waikato,
 United Video,
 Waikato Times,
 WEL Energy Trust,
 W3



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*"enriched lives and communities
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Postal Address:

P O Box 19-111
Hamilton 3244

Street Address:

2nd Floor,
Caro Street Community
Building,
Caro Street, Hamilton

Website:

www.volunteeringwaikato.org.nz

Phone:

07 839 3191

Fax: 07 839 7987

Key Contacts

Heather Moore

General Manager

Ph 07 838 3919

[manager@](mailto:manager@volunteeringwaikato.org.nz)

volunteeringwaikato.org.nz

Veronica Keats

Volunteer

Co-ordinator

Ph 07 838 3449

[recruitment@](mailto:recruitment@volunteeringwaikato.org.nz)

volunteeringwaikato.org.nz

Carol Mills

Regional

Co-ordinator

Ph 07 839 3191

[regional@](mailto:regional@volunteeringwaikato.org.nz)

volunteeringwaikato.org.nz

Raewyn Calvert

Community Project

Co-ordinator

Ph 07 838 3449

[projects@](mailto:projects@volunteeringwaikato.org.nz)

volunteeringwaikato.org.nz

Liddy Aislabie

Office Administrator

Phone 07 838 2832

[admin@](mailto:admin@volunteeringwaikato.org.nz)

volunteeringwaikato.org.nz



Getting out and about around the Region...

Happy New Year to you all, I trust that you have all had a great break and are looking forward to a busy 2012 and all that it may bring. I spent time with my family and some special time with my granddaughters who are just wonderful, I love being a Nana.

Over the New Year I lost count of the number of times I heard on the news about not for profit organisations that were working through the Christmas / New Year break and whose volunteers gave their time so generously helping people or animals when needed. Where would our community be without them?

Towards the end of last year I spent some time thinking about

how the past year had progressed and what I had completed. It is great to see so many new member organisations around the region, and we look forward to finding you some fabulous volunteers.

In 2012 I will be visiting all member organisations outside of Hamilton, and I will also be visiting a wide range of other community organisations and relevant groups.

This year I will be attending a range of network meetings around the region, giving me an opportunity to share what we do. I will distribute information to other community groups, including leaving information in libraries and community notice boards about volunteering, and

about Volunteering Waikato.

If you have a network meeting that I have not attended please let me know, I would love the opportunity to share information.

Membership in our region has increased significantly and there will be more advertising and promotion around the region this year to promote volunteering positions within the community

I look forward to catching up with you all throughout this year; keep an eye out for the Volunteering Waikato car it will be in your region soon.

Carol Mills

REGIONAL CO-ORDINATOR

The best laid plans...

As we endure yet another unseasonable (and unreasonable) North Island summer, I've been reflecting upon the unpredictability of life – in particular of Robbie Burns' plans that 'oft gang astray'.

I always look forward to that time over the summer break when I can reflect the year that has gone. It's a review of what I set out to achieve and a scorecard of how well it went, and then time for the grand goals, plans and schemes for the New Year. For me, this is best done when there is time to dream, to imagine possibilities and then to figure out what I really want. There is always an element of optimism, especially when past experience tells me that some plans will fall by the wayside.

This year I've taken the simpler road, with my resolutions limited in number. Simpler, more easily measured, more

likely to be achieved, yet with enough stretch to keep me striving. After all, it doesn't seem worth doing if I don't have to work for it. Easing back into work with a post-holiday glow, it all seems so easy, so... possible!

Over years of working alongside managers of volunteers, I've encouraged them to take time at the end of each year to sit down with each volunteer over a cuppa and consider three simple questions about their volunteer work.

- What has gone well this year?
- What hasn't?
- What would you like to achieve next year?

Yet I'm wondering if the end of the year is, in fact, the best time to do this? The wind-up to Christmas is often the most stressful time of the year, and for busy managers and volunteers, it may not produce the best of conversations.

Stopping to relax allows the year's frustrations to surface, and many decisions around starting and ending are made over the summer break. Some of your volunteers may have come to different conclusions about their plans for 2012, than were expressed to you in 2011.

So perhaps the somewhat quieter (hopefully!) early days of the New Year might be the best time to talk with your volunteers about their goals. You might get a very different picture.

Oh, and it's raining again. Togs or waders, anyone?

Jenny Magee

Jenny Magee has spent almost 25 years immersed in community organisations, managing, growing and supporting large teams of volunteers. As a trainer and coach she helps organisations with volunteer management, governance and diversity. Contact her on 0274 863 623 or visit www.jennymagee.com.