

TIPS FOR RUNNING AN ORIENTATION SESSION

A proper orientation gives volunteers an overview of the organisation and ensures they understand their role in the organisation and their rights and responsibilities to help ensure they perform their role as required. Instruct and create documents related to the following areas to create a successful orientation:



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Talk about the organisation's history, mission and aims

Services Provided

Client Member User base

Funding requirements and partners

Organisation structure, including staff and volunteer structure

Demographics for your organisation including:

Routines, rights and responsibilities, including WH+S

Basic administration:

Geographic

Diversity

Contact Details

Conflict Resolution/ Grievance Policy and Procedures

Leave

Facilities

Reimbursement Process