

Ongoing Tasks to Complete for a Successful Volunteer Program

To make sure your volunteer program is as successful as possible, it's recommended that the tasks below are completed on a reoccurring basis.

Use the checkboxes to check if your community group is managing its volunteers in the most effective way.

Frequency: how often your group should complete the task	Task: what your group needs to do	Check: is your group completing this task regularly?
Quarterly	Review any volunteering information that your group has on its website or social media account. If any of the information is out of date, take steps to update it.	<input type="checkbox"/>
Annual	Identify what money your group will need (and where it will come from) for volunteer: <ul style="list-style-type: none"> • Recognition • Catering • Uniforms, name badges or tools • If required- specialised training • If required- Police Clearances • If required- Reimbursements • If required- Working with Children Checks 	<input type="checkbox"/>
	Arrange recognition for: <ul style="list-style-type: none"> • National Volunteer Week (May) • Thank A Volunteer Day (December) 	<input type="checkbox"/>
	Nominate volunteers for: <ul style="list-style-type: none"> • The National Volunteer Week 'Volunteer of the Year' Awards, coordinate by Volunteering WA. 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • The WA Government Department of Communities Volunteer Service Awards (for those that have been volunteering for 25 years or more). • If relevant- recognition awards specific to your community group. 	
	<p>Review and update your volunteer:</p> <ul style="list-style-type: none"> • Records (e.g. make sure the contact details and emergency information are current, identify who is no longer volunteering for you, confirm that any required licenses and clearances are up-to-date, etc.). • Forms and templates (e.g. Role Descriptions, Induction Checklists, etc.) 	<input type="checkbox"/>
Ongoing	Develop role descriptions and induction checklists for new Volunteering Roles	<input type="checkbox"/>
	Recognise and celebrate the efforts of your volunteers	<input type="checkbox"/>
	Arrange individual volunteer recognition as appropriate (e.g. for birthdays, personal achievements, life milestones, etc.)	<input type="checkbox"/>
	Manage all enquiries from prospective volunteers in a timely manner	<input type="checkbox"/>
	Recruit new volunteers	<input type="checkbox"/>
	Provide volunteer inductions	<input type="checkbox"/>
	Comply with any relevant legislation	<input type="checkbox"/>

You can find more useful resources to help manage your volunteers in the City of Wanneroo's Community Toolkit: www.wanneroo.wa.gov.au/communitytoolkit