

Minutes of the VACE Committee Meeting
Monday 13 February 2017 | Guild Volunteering (GV)

Present: Sofia Kouznetsova (Chair), Nevin Jayawardena (President), Luke A J, Pheobe Ho, Claire Duffy (Minutes)
Apologies: Jenny Ophel, Zoe Mitchell

Sofia opened the meeting at 2:05pm with an Acknowledgement of Country

Previous Minutes

The minutes of the previous meeting were amended to include reference to the US\$100 allocation of funds for the GUILDVOLunteering App on the Apple Store (only the US\$30 was noted for the Android store). The amended minutes were accepted as a true and accurate record of the meeting's proceedings.

Volunteer App

Claire reported that a beta version of the GUILDVOLunteering App (Android) was released and that a poster had been developed.

Marketing / Campaigns for 2017

VACE discussed the Humans of GV campaign at length and determined that it would serve as a good way to recognise volunteers as well as promote the types of roles we offer (virtual, skills based, pop-up and micro volunteering). The campaign could be physical (in the window of GV) or digital (social media, newsletter).

Action: Sofia to contact Lina about using her Polaroid camera

Action: Pheobe to develop a series of questions to ask volunteers

Action: All to consider volunteers who can be approached

Orientation

VACE discussed orientation week activities. Claire reported that GV material has been included in orientation packs and that GV are participating in 16 events over the 5 days. Claire extended her thanks to members of the VACE Committee who have signed up to assist at various stalls during the week.

Housekeeping

VACE considered the document 'Agenda – First Meeting' which was prepared by Sofia and outlined some housekeeping issues. Nevin suggested that SLACK could be a useful platform for working on projects between meetings and members of the VACE committee agreed that their preferred meeting time is 3:00-4:00pm on the last Monday of the month (until 27 November). Sofia raised the question "what does an integrated approach to volunteering mean?" (6.14.1 in Terms of Reference)

Action: Sofia to set up a VACE Committee SLACK account

Action: All to encourage students to apply to be VACE OCMs

Action: Claire to circulate dates of future VACE meetings

National Youth Week Hackathon

VACE discussed the National Youth Week Hackathon event running 31 March – 2 April in the Guild's Club Collaborative Zone. Claire noted that Sofia had already been appointed to the Steering Committee and extended the invitation for another member to join. Ticketing was discussed, VACE suggested Career Hub and Facebook events,

Action: Claire to add Pheobe to the Steering Committee

Action: All to promote the role on Career Hub and event on Facebook

Volunteering WA State Conference

Sofia reported that she submitted an abstract for the Volunteering WA State Conference entitled *Removing Barriers: An Innovative Approach to Increasing Volunteering Accessibility*.

Action: Sofia to report to the March meeting on the outcome of her submission

Campus Link Award Entry

Sofia reported that Madeleine Smith (Manager of Engagement at the Guild) has been tasked with submitting all UWA Student Guild applications for the Campus Link Awards. Members of the VACE Committee contributed content for the Micro Volunteering Mondays application (in the Engagement category).

Action: Claire to advise the outcome of the application.

The meeting closed at 3:36pm

The next meeting is scheduled for 3:00-4:00pm Monday 27 March 2017

Minutes of the VACE Committee Meeting
Monday 27 March 2017 | Guild Volunteering (GV)

Present: Sofia Kouznetsova (Chair), Nevin Jayawardena (President), Luke A J, Pheobe Ho, Claire Duffy (Minutes)
Apologies: Jenny Ophel, Audrey Tascon, Zoe Mitchell

Sofia opened the meeting at 3:05pm with an Acknowledgement of Country

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

Humans of Guild Volunteering

Pheobe reported that the series of questions she developed for interviewing 'Humans of GV' had been posted on SLACK. Sofia recommended that ordinary photos (rather than polaroids) be used in the campaign. Luke suggested that Lu be approached to take photos.

Action: Luke to approach Lu regarding taking photos

Action: Claire and Zoe to begin asking volunteers questions (as prepared by Pheobe)

SLACK

Sofia reported that she started a SLACK working group for the committee. VACE discussed its usability and suggested a facebook group be formed as well.

Action: Sofia to start a Facebook group

Hackathon

VACE discussed the National Youth Week Hackathon (31 March – 2 April).

Action: All to promote the event and attend if/when possible

VWA State Conference

Sofia reported that her abstract *Removing Barriers: An Innovative Approach to Increasing Volunteering Accessibility* was accepted by conference organisers and that she will be presenting it on 14/15 June.

Action: All to indicate if they would like to support Sofia in developing content / determining structure

Campus Link Award

Sofia reported that the outcome of the Campus Link Award (student engagement category) is still unknown.

Action: Claire to report when outcome is known

National Volunteer Week

Sofia reported that Nathan Giacci (Grants & Sponsorship) was successful in obtaining a \$1100 NVW grant

Action: Members of the VACE committee to apply to join the steering committee via Vol Hub

VACE Secretarial Duties

Sofia suggested that VACE take turns at writing and circulating the minutes.

Action: Luke to take minutes at the April meeting of the VACE Committee

VACE / Guild Relationship

VACE discussed the appointment of the VACE Chair and discussed the advantages and disadvantages of being affiliated with a party, the time of appointment, whether they're a voting member of Guild Council, the difference between 'chairs' and 'officers' and reporting.

Action: Sofia to report the outcome of Jack Looby's meeting with Governance to the April meeting of VACE

Appointment of VACE OCMs, International and Fresher Reps

VACE discussed the importance of diversity and agreed that a role for reps should be uploaded to Vol Hub.

Action: Zoe to upload the International and Fresher Rep roles and have them close by 10 April

Action: Sofia to receive and respond to all applications by International and Fresher Reps

Action: Luke, Pheobe or Nevin to move a motion at Guild Council which allows Sofia to make comments on nominations

Collaboration

VACE discussed possible collaborations with PAC (Social Justice Week), Guild Enviro (Enviro Week + special events), Welfare (Welfare Week) and the Access Collective

Action: Pheobe to follow up with Access Collective

Action: Claire to find out dates of themed weeks / meet with departments to discuss opportunities for collaborations

Action: Claire to provide Career Hub log in details for Pheobe who will add Access and Equity and Diversity roles

The meeting closed at 3:45pm

The next meeting is scheduled for 3:00-4:00pm Monday 24 April 2017

Minutes of the VACE Committee Meeting

Monday, 24 April 2017 | Guild Volunteering (GV)

Present: Sofia Kouznetsova (Chair), Nevin Jayawardena (President) Luke A J (Minutes), Zoe Mitchell, Pheobe Ho, Rachel Moody, Laney Kunum
Apologies: Claire Duffy, Jenny Ophel, Audrey Tascon

Sofia opened the meeting at 3:04pm with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

Humans of Guild Volunteering Update

VACE discussed the "Give Happy, Live Happy" campaign to be launched after National Volunteering Week. Luke reported he had introduced Claire to Lu (Photographer) in which Lu had taken photos for the Hackathon both at the opening and over the weekend. Item tabled for next meeting as Lu has been in direct contact with Claire who was not present at the meeting.

VWA State Conference Update

Sofia reported that the conference would take place during the exam period and hence may potentially be unavailable to deliver the presentation. She suggested appointing a backup presenter for the presentation *Removing Barriers: An Innovative Approach to Increasing Volunteering Accessibility*. Zoe suggested the possibility of someone outside of VACE could potentially present if no one on VACE could seeing that much of VACE are students that would also have exams. Sofia was open to the idea and will wait on the exam timetables to come out before coming to a decision.

Action: Sofia to upload a copy of the document to the Facebook Group.

Campus Link Award Update

Zoe reported that Madeleine Smith (Marketing) announced that the UWA Student Guild was shortlisted for a few awards but sadly nothing for Volunteering.

VACE / Guild Relationship Update

Sofia reported on Jack Looby's (Governance Chair) direction to take on Volunteering as an OB Role in the upcoming regulations changes. She is pleased with the value that the Guild is placing on Volunteering and it having a vote on Guild Council.

Appointment of VACE OCMs and Reps

VACE welcomes the two new OCMs Laney Kunum and Rachel Moody and encourages their contribution to better volunteering at UWA. Zoe apologised for not uploading the International and Fresher Rep roles as she was absent at the previous meeting and had not reviewed the minutes promptly. Sofia suggested Reps to attend a VACE meeting post appointment to share their ideas with VACE committee.

Action: Zoe to upload the International and Fresher Rep roles.

Collaborations

Sofia mentioned she was keen for Volunteering to collaborate with a range of Guild Departments such as Public Affairs Council (PAC), Environment Department and Access Collective etc. to run joint events. Pheobe mentioned that the running of many Guild events requires volunteers and that Volunteering could potentially support this.

Zoe brought up the potential collaboration with The Heart Foundation to develop walking events on campus that could be in line with the many themed weeks Guild Departments run such as the Language Week by PAC.

VACE discussed the success of running World's Oceans Day last year and to do similar such events with Guild Environment this year.

Pheobe mentioned that Volunteering could partner up with the Women's Department and was keen to follow up with Hannah Matthews (Women's Officer) to find out more.

VACE discussed the ways in which Guild Volunteering could better support clubs and colleges. Zoe voiced that Guild Volunteering's relationship with clubs and colleges are healthy and that they seek support and advice as needed. VACE suggested that volunteering be a component of Student Leadership Training (SLT). Pheobe mentioned how she recently added an Access component to SLT. Nevin suggested the idea of having a Leadership Week on Campus, running a Workshop for student development similar to that run by universities in the UK. Zoe mentioned that students could also learn about how they can develop these leadership skills further through the Guild via Clubs, Faculty Societies and Volunteering. Sofia mentioned that Guild Volunteering runs a series of Volunteer Management workshops which could be used as a trial to see if the concept was well received.

Action: Zoe to discuss with Claire regarding Faculty Societies to meet with the Welfare and Volunteering Officer (ideally at the start of the year) about potential collaborations opportunities.

Action: Pheobe to speak to Hannah regarding potential collaborations with the Women's Department and Guild Volunteering.

Action: Claire to find out dates of themed weeks / meet with departments to discuss opportunities for collaborations (*Carried From Previous Minutes*).

Action: Pheobe to contact Kasey from Events to potentially include a Volunteering component to Student Leadership Training.

National Volunteering Week

Sofia reported that a Volunteering Fair would be held on the Tuesday 9 May from 12pm to 2pm. The event would showcase volunteer opportunities with a wide range of non-for-profit organisations. There will also be a potential trip to the Darlington Range or Greener Pastures. Luke suggested partnering with the Zoology Club for future events as they do similar volunteering trips.

Action: Luke to get the Zoology Club in contact with Guild Volunteering for potential future collaborations.

National Youth Week, Hackathon Debrief

Zoe reported that over 100 people were involved in the Hackathon with students coming up with a range of impressive solutions. For example, students developed a web app allowing homeless service centres to add themselves to a map and users to rate them in a Reddit like fashion making suggestions to potential users based on locations and ratings. Zoe mentioned that the debrief will be on this coming Friday and extended an invite to VACE.

Action: VACE to RSVP their attendance at the NYW Debrief, 4:00pm Friday 28 May at Foyer Oxford

VACE Secretarial Duties

Sofia suggested that VACE take turns at writing and circulating the minutes.

Action: Pheobe to take minutes at the May meeting of the VACE Committee.

Volunteering Awards at Guild Ball

Sofia reported talks of having Volunteering Awards at the Guild Ball. Zoe mentioned that as the Guild Ball typically has many awards and speeches that are lengthy in time that the number of Volunteering Awards are limited. Sofia agreed she would speak to Lina El Rakhawy (Education Council President) and Michael Kabondo (Societies Council President) regarding including volunteering as a criteria in

their award selections. Zoe brought up the considerations of access, with volunteering being inclusive in nature to a wide demographic. If a nominee had to buy tickets to the ball and could not typically afford it.

Action: Sofia to speak to Lina and Michael regarding including a volunteer award.

Including Volunteering during Faculty Orientation

Laney suggested potentially including volunteering at faculty orientations.

Action: Laney to research how to integrate volunteering into faculty orientation program.

*The meeting closed at 4:15pm.
The next meeting is to be confirmed.*



1.0. WELCOME AND OPENING

1.1. Attendance

- Sofia Kouznetsova (SK)
- Pheobe Ho (PH)
- Luke Andrew (LA)
- Zoe Mitchell (ZM)
- Claire Duffy (CD)
- Rachel Moody (RM)
- Samantha Tan (ST)
- Delaney Kunum (LK)
- Nevin Jayawardena (NJ)

1.2. Apologies

Jenny Ophel

1.3. Acknowledgement of country

SK acknowledged the Whadjuk Noongar People as the original custodians of the land and paid respects to Elders past, present and future.

1.4. Claire's farewell

Moving to work at Cancer Council. Last meeting with Claire ☹️

2.0. APPROVAL OF PREVIOUS MINUTES

April Minutes approved by VACE committee

3.0. INTRODUCTION OF VACE INTERNATIONAL FRESHER REP

Sofia introduced Samantha Tan who has been appointed VACE's first International Student Representative.

4.0. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. Humans of Guild Volunteering Update

- Gone with interviewing broadly, then selecting part of it to post.
- Started interviewing—going well. Will be interviewing more people after exams
- Honny from GSC will be taking photos which will be stored by Guild Volunteering and used only for this campaign
- Other possible ideas
 - o Reacts to different posts on Facebook volunteer questions
 - o Short 1-minute video format instead of written paragraphs—but concerns over video editing and production as it takes time and skill
 - o Ensure that we aren't just posting series of similar posts.
- Launch staggering of profiles
 - o Frequency: Once a month on Facebook
 - o Photo to have quotes/words on it

- Titled 'Journeys'
- Pre-emptive launch at start of Semester 2
- CD suggested coffee-giveaway social at Hackett for launch.

4.2. Volunteering Structure

- SK and LK still discussing structure of what Volunteering President would look like in Guild Council
- **Action:** LK to circulate document from Jack Looby (Governance) with information about volunteering OB position, and to start document about position pros and cons of party affiliation.
- **Action:** SK and LK to have separate meeting, consulting Jenny Ophel (HR Director) and Tony Goodman (Guild Managing Director).
- **Action:** Everyone to think about what an OB volunteering role would entail and fill out document circulated by SK.

4.3. Collaborations

- CD Contacted School of Indigenous Studies and WASAC for National Reconciliation Week this week.
- **Action:** SK to get in contact with Public Affairs Council, Enviro Department, and Multicultural Week

4.4. National Volunteer Week Debrief

- Successful Volunteer Fair—over 900 people attended, great feedback from partners we worked with.
- Frame was good idea—ensure we use this for future events!
- Day Trip, installation at library—went well.
- Volunteer training sessions—not very well responded too
- Tree planting day on Saturday
- CD: Suggestion to hold Volunteer Fair early in Semester 1, where many students are still interested in finding more about UWA. Consideration—not to take away from Club Carnival.
- NJ: Volunteer Fair start of semester 2?
- Consensus to potentially run a fair in conjunction with Club Carnival

4.5. Volunteering Awards

- SK got in contact with SOC President for volunteering award being presented at Guild Ball, but SOC responded that it's not really in their purview
- NJ: Award should be separate from clubs. CD suggested could also have community partner of the year award. Could hold it at separate from Guild Ball at a volunteering event. Be careful not to have too many different volunteering awards, as students generally like to have a short award presentation session.
- **Action:** SK to organize Volunteer Awards event during National Student Volunteer Week in August. Volunteer of the Year Award to be recognized again at Guild Ball
- **Action:** NJ to look into presidential funds to source 2 free Guild Ball tickets to Volunteer of the Year and their partner to attend.
- **Action:** Need to open applications by end of W13, or next Monday.
- **Action:** ZM to come up with list of categories for volunteer awards, VACE committee members to add any extra categories to document/Facebook poll by COB 30 May.
- **Action:** SK to add Samantha Tan to VACE Facebook group.

4.6. Faculty Orientations/GV Training

- PH: Kasey Hartung (Events Manager) happy to include Volunteering component as part of Student Leadership Training. ZM to speak to Kasey to determine what aspects to include.
- CD: In 2018, GV staff will approach volunteer coordinators at FacSocs with a view to establish a network and providing a one-off training and ongoing support.

4.7. VWA State Conference Update

- SK will be presenting, and ZM will be attending on behalf of CD.

4.8. National Student Volunteer Week 14-20 August 2017—Ideas

- Volunteer Fair (main event)
- Awards event
- PAC for Social Justice Week
- Networking event with speakers
- Day trips to places e.g. like Cancer Council
- Volunteer Breakfast
- Lawrence Wilson Art Gallery— Volunteer reception
- Faculty specific events
- Round table discussions—bring together leaders/speakers/execs from different clubs/faculties/communities on campus, come together to pool resources.
- Open space meeting
- **Action:** ZM: to send invites out for NSVW Working Group—extended to students not within VACE committee.

5.0. PROGRAM DIRECTOR UPDATE

- Student volunteering is evolving and the one effective Program Directors Course is needing to be reviewed. This is timely given CD's departure. A key consideration is how we can best respond to need in the community while providing valuable volunteer opportunities for students and maintaining effective partnerships with volunteer involving organizations (VIOs).
- CD suggested that existing Program Director positions are not refilled once made vacant and rather that Guild Volunteering return to being a volunteer resource centre, committed to supporting VIOs and Guild Affiliated Clubs and Faculty Societies as well as individual student volunteers.
- CD noted that aligning with the National Standards for Volunteer Involvement is not an insignificant task and that the department do not have the resources required to fulfil their role and the role of the VIO in supporting Program Directors.

6.0. OTHER BUSINESS

- **Action:** Continue discussion on Program Directors next meeting.
- **Action:** ZM to contact organizations to ask what role they see the Program Director as having.
- **Action:** Next meeting— To discuss volunteer grants.

7.0. CLOSE / NEXT MEETINGS

Meeting adjourned 4:43pm.

Next meeting TBA.

Minutes of the VACE Committee Meeting
Monday, 26 June 2017 | Guild Volunteering (GV)

Sofia opened the meeting at 3:11pm.

1.0. Acknowledgement of Country

Sofia acknowledged the Whadjuk Noongar People as the original custodians of the land and paid respects to Elders past, present and future.

2.0. Welcome, Apologies & Proxies

2.1. Present: Sofia Kouznetsova (Chair), Nevin Jayawardena (President) Luke Andrew (Minutes), Zoe Mitchell, Pheobe Ho

2.2. Apologies: Jenny Ophel, Delaney Kunum, Rachel Moody, Samantha Tan

2.3. Absent: Audrey Tascon

3.0. Approval of Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

4.0. Business Arising from Previous Minutes

4.1. Marketing Update

Zoe updated that progressing as normal. She attended a social media training session run by Bank West with Chelsea (Engagement). VACE discussed hosting a Facebook competition to win a spot on a Guild Volunteering Regional Trip. Zoe suggested the idea of having participants guess the origin of Regional License Plate Numbers, as it was low barrier. Nevin suggested participants liking and sharing the post to get more interaction to the GV Facebook Page. Zoe responded that this would need to be done carefully as can borderline as spam in some contexts and is a grey area. Sofia suggested the idea of participants guessing the next trip location by releasing clues.

ACTION: All to brainstorm fun social media ideas with a focus on raising awareness of Guild and increasing engagement with Guild Volunteering's Facebook Page.

4.1.1. Journeys

Zoe updated that the Journey's segment is running on schedule and asked if anyone might know volunteers for future features.

ACTION: All to consider potential volunteers to feature in the Journeys Segment.

4.2. Volunteering Structure Update

Table for next meeting.

ACTION: Sofia to meet up with Laney regarding updates.

4.3. Volunteering Award Update

Zoe updated that nominations are opened on Survey Monkey with 5-6 submissions to date. VACE discussed awards with certificates for all nominees, special certificates for short list or special mentions to recognise their contribution to volunteering and plaque for award winners. Luke suggested the possibility of awarding a monetary sum to their community organisation that the award winner has been volunteering at. VACE also discussed the potential of having an honorarium on the Guild Volunteering Website

ACTION: All to consider of potential volunteers suitable for the award.

ACTION: Zoe to share nomination links.

4.4. VWA State Conference Update

Sofia reported that her presentation, *Removing Barriers: An Innovative Approach to Increasing Volunteering Accessibility* was well received at the conference. Zoe also attended. Zoe mentioned talks around the UN SDGs and how local volunteering can have a global impact. Recruitment for the Sustainable Development Goals Internship starts next week and would be focused on how volunteering at UWA contributes to these goals.

4.5. National Student Volunteer Week (14-20 Aug 2017) Updates/Ideas/Collabs

NSVW would be occurring concurrently with PAC's Social Justice Week and National Science Week. Guild Volunteering hopes to partner up with the Public Affairs Council's Sleep Out for Homelessness event. VACE discussed that it would be more effective to do a brainstorm before meeting with various departments/clubs in terms of collaborations.

4.6. Program Directors Discussion Continuation

VACE decided that Program Director Roles are best reviewed on a case-by-case basis, particularly during the handover at the end of term.

5.0. Volunteering Grants

VACE considered the option to give out grants to clubs, colleges and other collective that require additional funding for their volunteering initiatives. Nevin mentioned a strict criteria is to be put in place in approving grants which each reviewed case-by-case. VACE also discussed the idea of having a fixed number of grants in first & second semester, allowing for effective budgeting. Nevin suggested grants be focused towards the inception of volunteering initiatives as start-up grants. He also mentioned the importance of establishing programs to be sustainable.

ACTION: Sofia to consult Grants & Sponsorships as well as Legal & Compliance on this.

6.0. Other Business

6.1. GV Strategy Plan

Nevin asked if Guild Volunteering had a strategic plan. Zoe mentioned it did. VACE decided look at reviewing the strategic plan for GV and Volunteering at UWA. Nevin mentioned that a strategic plan also gives VACE a basis for funding and keeps it accountable.

6.2. International, Fresher & College Volunteering Reps

VACE expressed the need to have a diverse range of voices on volunteering at VACE. Nevin mentioned having an international representative from International Student Services as they are well versed with issues faced by international students. VACE also discussed applying a similar model for college students working with RSD.

6.3. OCM Elections

VACE expressed the ability to have an input on OCMs elected to VACE and to have the opportunity to endorse favourable candidates. Nevin conferred and felt that this should be the case for all OCM elections with endorsements from their respective committees.

The meeting closed at 4:20pm.

The next meeting is tentatively held on Monday, 31st July 2017 at 3pm, pending release of timetable allocations.

Minutes of the VACE Committee Meeting
Wednesday, 9 August 2017 | Guild Volunteering (GV)

Sofia opened the meeting at 12:11pm.

1.0. Acknowledgement of Country

Sofia acknowledged the Whadjuk Noongar People as the original custodians of the land and paid respects to Elders past, present and future.

2.0. Welcome, Apologies & Proxies

2.1. Present: Sofia Kouznetsova (Chair), Nevin Jayawardena (President), Delaney Kunum (Minutes), Zoe Mitchell, Lana Robinson

2.2. Apologies: Jenny Ophel, Luke Andrew, Samantha Tan

2.3. Absent: Audrey Tascon, Rachel Moddy, Alex

3.0. Approval of Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

4.0. Business Arising from Previous Minutes

4.1. Introduction

Lana introduced herself as the new manager of Guild Volunteering

4.2. Marketing Update

Zoe provided an update on Journey's segment; two sets of photos and interviews have taken place. The transcribing needs to be finished and then it can be finalised. However, a few more volunteers need to be selected for the segment. VACE also continued to discuss hosting a Facebook competition to win a spot on a Guild Volunteering Regional Trip. Lana said she would discuss GV's marketing and engagement strategy with Danielle Browne, Guild Engagement Manager.

ACTION: Zoe to follow up on the progress of Journeys segment.

Lana to speak to Danielle and discuss GV marketing and engagement strategy

4.3. Volunteering Structure Update

Governance has not met since May 2017. As such, the VACE OB position is not going to be established in time for the upcoming election. However, VACE now have an idea of what will happen in 2018 and can pass this information on.

4.4. Volunteering Award Update

Zoe provided an updated on the Awards:

- Judging panel to decide shortlist and award winners on Friday
- Awards will be presented at the ceremony next Thursday 6pm to 8pm at the Culity Gallery
- There will also be a sneak preview of the UDS centenary exhibition
- WA Museum, Conservation Council and potentially Millennium Kids, will also be attending to promote volunteer opportunities
- All three category winners will be awarded with a \$100 cash donation for charities of their own choice or the club they represent
- Maximum of 100 people at the event because no liquor license
- Have also tried to promote the night as not just an award ceremony for award winners but a recognition event for all student volunteers
- Nevin confirmed that the Volunteer of the Year award winner will receive a double

pass to the Guild Ball

ACTION: All to continue to promote awards and invite people to register

4.5. National Student Volunteer Week (14-20 Aug 2017) Updates

Zoe provided an update of the vents taking place throughout the week:

- Saturday – Inter-university tree planting
- Monday – Micro Volunteering
- Tuesday – Good Practice in Volunteer Management roundtable event for clubs - 8 clubs will be attending as well as the GV leadership team. However not all clubs can attend due to the clash with the rescheduling of Club Carnival.
- Wednesday – Science Union Careers Fair and the PAC pop up volunteering activity with HD Streetwise as part of PAC Social Justice Week (It was noted that it is unclear who the contact for PAC and their events is. As such a back-up plan was put in place that Micro Volunteering & Pop Up Volunteering could cover the PAC event next week).
- Thursday – Student Volunteer Awards Ceremony
- Friday – day trip to Darling Range Wildlife Center (6 places)

4.6. Volunteering Grants

Sofia talked to the GV Executive team and will be meeting them the next week or following week to identify legal issues/viability/ of issuing grants. Sofia will bring an actual update to VACE once further information has been obtained.

4.7. GV Strategy Plan

Zoe said that the GV Strategic Plan had been located and had been originally written by Claire Duffy and Chloe Jackson. Lana said she would review it and would look into the possibility of establishing a working group to share and suggest ideas.

5.0. Other Business

- 5.1. Next meeting** - Sofia to do a Doodle poll for when future meetings should be continued to be held

The meeting closed at 12:45pm.

The next meeting is tentatively scheduled for Monday, 28th August 2017 at 3pm, pending results of Doodle poll

Minutes of the VACE Committee Meeting

Monday, 4 September 2017 | Guild Volunteering (GV)

Sofia opened the meeting at 3:06pm.

1.0. Acknowledgement of Country

Sofia acknowledged the Whadjuk Noongar People as the original custodians of the land and paid respects to Elders past, present and future.

2.0. Welcome, Apologies & Proxies

2.1. Present: Sofia Kouznetsova (Chair), Delaney Kunum, Lana Robinson, Zoe Mitchell, Luke Andrews, Alexandra O'Brien (Minutes), Rachel Moody

2.2. Apologies: Jenny Ophel, Nevin Jayawardena (President), Audrey Tascon, Samantha Tan

3.0. Approval of Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

ACTION: Sofia to circulate all previous minutes

4.0. Business Arising from Previous Minutes

4.1. Marketing and Engagement Update

4.1.1. Social Media: Lana discussed plans to implement a more cohesive engagement social media strategy (Facebook, Instagram and less so twitter). Created a 4-week content plan including volunteer events, building the Guild Volunteering profile, advertisements for volunteer roles that clubs need filled etc. (e.g. Relay for life – advertise media clips).

4.1.2. Journey Segment: Lana discussed the "Journey Segment" with the plan to have two volunteers featured on social media before the end of Semester 2 – unsure as to the exact dates but they will be done soon. Lana says she would like to see 'journey' profiles being featured more frequently next semester.

ACTION: All to consider potential volunteers to feature in future Journeys Segments.

Zoe to approach Maria for profile

4.2. National Student Volunteer Week Debrief

- i. **Tuesday:** Good Volunteer Management roundtable event: Zoe said this event was very successful as it benefited both the Guild Volunteering team (to provide greater insight into what's happening in the clubs) and the participants (to discuss similar challenges,

issues etc.) and that it could be made a more regular event in the future e.g. once a semester. Lana suggested to develop an evaluation survey to those who participated in order to explore the possibility/feasibility of this. It was also noted that there may have been too much content for participants to cover in one session– this could be used to justify doing it more regularly.

- ii. **Wednesday:** PAC event: Lana said it went well. Mission Australia came to the event and did a great presentation but students asked questions about volunteering. Unfortunately, Mission Australia did not have any appropriate student volunteering roles available. Lana suggested that more thought be given into who/ which organisations present at these events and Sofia suggested that for the next event to prepare some homelessness related volunteer roles to advertise to students.
- iii. **Thursday:** Volunteer and Recognition Awards; Zoe said the event really well and was very meaningful to those who were nominated. All committee members agreed that it would be worth continuing the event in the future. It was discussed that the timing of the event worked well, however committee members suggested moving the presentation part of the evening earlier. It was noted that it was disappointing that UDS had a hitch with insurance and were not able to bump in and set up their exhibition on time. It was also suggested that sourcing some kind entertainment could be nice, but Lana said the relaxed vibe was appropriate. Lana says she will put it as a separate item in the budget for 2018.
- iv. **Saturday and Friday:** Inter- Uni Tree Planting: Zoe noted the event was successful with only 3 of the 25 people from UWA cancelling on the rainy day. UWA had more volunteers than other universities. Also noted that the Darling Range Wildlife Trip went well.

4.3. Volunteering Grants Update

Sofia is going to have a meeting on 5th September to explore the feasibility and the legality of issuing volunteer grants to clubs. She will update committee members at the next VACE meeting.

ACTION: Sofia to update committee on Volunteer Grants

4.4. GV Strategy and Budget Update

4.4.1. Lana said she spoke to Jenny about the GV strategy review. Zoe and Lana will draft this strategic plan and forward it to the VACE committee for feedback and comments.

4.4.2. Guild budget proposals due soon. If VACE want to start issuing volunteer grants to clubs, this will need to be factored into the budget. Sofia suggested to put \$1000 towards volunteering grants.

ACTION: Zoe and Lana to draft GV strategy and send it to VACE for review

ACTION: Sofia to update committee on grants from previous meetings

4.5. Upcoming Volunteer Events Update

- 4.5.1.** Regional trip - Lana says that GV were only approached a week ago about doing a regional trip for the Albany Urban Race on the long weekend in September. It has been approved and is being advertised to students this afternoon.
- 4.5.2.** International Volunteers Managers Day - is on the 5th of November. Need to generate some ideas of what we can do or apply for a grant for this event. In the past GV partnered with PAC and did a champagne breakfast. Ideas suggested were doing a picnic.
- 4.5.3.** Thank a Volunteer Day – is on the 5th December. Last year this was brought forward to the day after exams – consider doing this again for this year. Grants can also be applied for this event.
- 4.5.4.** Lana says that GV were also approached for “Ride to Conquer Cancer” but the timing may be an issue as it is on the 21st & 22nd of October. This is the weekend after Relay for Life during a busy time of the semester. Zoe suggested going on a day trip just for the day since Mandurah is so close.

ACTION: GV to look into grant applications

ACTION: All to generate ideas for International Volunteer Managers Day and Thank a Volunteer Day events

The meeting closed at 3:40pm.

The next meeting is tentatively held on Monday 2nd October, 2017 at 3pm.

Minutes of the VACE Committee Meeting
Monday, 2 October 2017 Guild Volunteering

Sofia opened the meeting at 3:06pm

1. Acknowledgement of Country

Sofia acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid our respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

- a. **Present:** Sofia Kouznetsova (Chair), Lana Robinson, Zoe Mitchell, Luke Andrews, Alexandra O'Brien (Minutes), Rachel Moody
- b. **Apologies:** Jenny Ophel, Nevin Jaywardena (President), Audrey Tascon, Samantha Tan, Laney Kunum

3. Approval of Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

ACTION: Sofia to circulate all previous minutes

4. Business Arising from Previous Minutes

4.1. Marketing and Engagement Update

4.1.1. Volunteer Grants Project

Sofia gave an update re the proposed Grants project whereby grants may be issued to UWA Clubs and individuals for volunteering initiatives. Sofia informed VACE that she had spoken to Nathan who has sent through some suggestions, however, she is still waiting on information from Joseph. Lana asked if there was going to be some kind of purpose or criteria established and Zoe asked if the volunteering grants will be placed into categories or if certain grants will be prioritised. Sofia suggested that the grants will have criteria but no specific categories, as there will be room to be creative and grants will be assessed on a case-by-case basis, with preference given to those that align with VACE aims/objectives. Students or Clubs who are awarded the grants will be reimbursed after they have paid for their volunteering initiative. Rules will also need to be established if the grant needs to be issued in advance and to ensure that grant money is refunded if the initiative doesn't proceed. Lana suggested that a full project proposal be developed outlining the aims and objectives of the project for it to be approved by Guild Council.

ACTION: Sofia to speak to Joseph and to give an update on the proposed Grant Project at the next meeting. Sofia to develop a list of objectives and aims outlined in a project proposal.

4.2. Recognition of Volunteer Hour Policy

Lana informed VACE that there has been an increase in inquiries from Club and FacSoc Committee members about volunteering hours that can be transcript recognized. In the past there have been no strict guidelines on what will/ won't be recognised. Lana says these activities are not necessarily auditable and verifiable and don't constitute volunteering so there needs to be some clear guidelines. Lana and the rest of VACE discussed how there is a Guild Transcript which would be perfect for capturing these hours for committee members, however it is unclear about how this process operates, who is responsible for managing this and if students are aware of this transcript. Zoe suggested this could be raised at a SOC Meeting.

ACTION: Luke to talk to Nevin & Michael about the Guild Transcript

ACTION: Lana to email Nevin about the Guild Transcript. Lana to develop a Recognition of Volunteer Hours Policy to be approved and launched in 2018.

4.3. Upcoming Volunteer Events

4.3.1. Thank a Volunteer Day:

VACE discussed ideas on how to celebrate Thank A Volunteer Day. The following ideas/options were discussed:

- Proposed date - Saturday the 25th of November @11:30am for a 12pm start.
- Brunch with drinks (similar to last year) at Hackett Courtyard or Oak Lawn
- Sundowner type of event with BBQs on Oak Lawn or Matilda Bay
- Outdoor screening of a movie on a lawn space with some free popcorn.
- Budget is approx. \$500

4.3.2. International Volunteer Managers Day:

VACE discussed ideas on how to celebrate International Volunteer Managers Day. The following ideas/options were discussed:

- Approx. 15 people will attend
- Mini golf at Elizabeth Quay
- Swan Valley tour with wine and cheese tasting
- Dinner and drinks
- Dates to consider were discussed by the team: 26th of October 26th November & 28th November
- Budget is approx. \$200

ACTION: GV Team to decide what date best suits for Thank a Volunteer Day

ACTION: Zoe to find which date best suits for IVMD out of the 26th of October 26th November & 28th November via a Facebook poll

4.4. OB Role Discussion

To be discussed at the next meeting by Laney

ACTION: Laney to discuss OB role

5. Other Business

5.1. VACE Chair 2018

Lana raised plans for VACE recruitment; applications will open end of October until end of November. Short listing will commence and Guild Council then elect the Chair in December.

5.2. Programme Director program – 2018

Lana informed VACE that GV are reviewing the Programme Director program for 2018 and are trying to obtain feedback from current Programme Directors. They are also considering the community organisations represented through the program and the application process involved. At this stage there are two potential options, which VACE were asked to comment on:

- Option 1- The 2018 program operates similar to the 2017, however with the number of Program Directors scaled back
- No program for 2018 and instead launching Volunteer Management Training that is available to all students interested in learning more about volunteer management. This option could allow Club and FacSoc executives to access the

training. As part of this option, GV would also ensure that students are still recruited to coordinate / lead the following GV programs:

- Micro Volunteering
- Pop-Up Volunteering
- ATO Tax Program
- Guild Gardens

As part of this option, GV will still assist community organisations interested in having UWA student leaders/directors, to advertise and recruit students through CareerHub. Sofia also suggested that GV could include volunteering training into the SLT's but Zoe and Lana said there may not be enough time to dedicate a whole section and should instead pop in and give a little summary. Luke said this reform will allow Guild Volunteering to branch out and provide GV services to more stakeholders, to which Lana agreed. Zoe also agreed but questioned whether this initiative will allow for programs to have enough Budget to do things such as graphic design and posters etc.

ACTION: Lana to provide an update at the next meeting

5.3. Next Meeting: TBC

Minutes of the VACE Committee Meeting
Monday, 30 October 2017 Guild Volunteering

1. Business Arising from Previous Minutes

1.1. Volunteer Grants Project.

ACTION: Sofia to email VACE members an update re the Volunteer Grants project

1.2. Upcoming Volunteer Events

1.2.1. Thank a Volunteer Day:

A volunteer recognition brunch will be held for students on Monday 27th November from 11am to 1pm in the Hackett Courtyard. Invites have been sent. GV may need helpers on the day.

ACTION: Everyone to help promote event to student volunteers

1.2.2. International Volunteer Managers Day:

A volunteer leadership sundowner event will be held for the Student Volunteer Leadership team on Tuesday 28th November at Isle of Voyage. Invites have been sent.

1.3. OB Role

ACTION: Laney to email VACE members draft of OB role proposal

2. Other Business

2.1. VACE Chair 2018

Applications for VACE Chair 2018 are now open via CareerHub

ACTION: Everyone to promote VACE chair role

2.2. Guild Policy Book – Voluntoursim

The Governance Committee is reviewing the Guild Policy handbook and has asked if the segments (outlined in Attachment 1) should be amended.

ACTION: Everyone to review and provide comments if policy on Voluntourism should be amended. Comments can be emailed to Sofia.

2.3. Recommendations for 2018

Final VACE meeting will be held after the Thank A Volunteer Brunch on Monday 27th November. The aim of the final meeting is to discuss ideas and plans for 2018 and any recommendations for the new 2018 VACE committee.

ACTION: Everyone to brainstorm ideas/suggestions/recommendations for 2018

2.4. Next Meeting: Monday 27th November. Time TBC

Attachment 1

GC March 2014 – Voluntourism

That all organisations with a focus on international volunteering (Voluntourism Organisations) must receive the approval of Guild Volunteering Manager before using any of the Guild's resources, including the use of grounds, distributing flyers/posters. Furthermore, that the Guild Volunteering Manager be notified when any Voluntourism Organisation books a room through Guild Catering. a. Voluntourism Organisations include, but are not limited to: Growth International Experience (GIVE), Reach Out Volunteers (RO), Volunteer Eco Students Abroad (VESA), and International Student Volunteers (ISV). b. Guild affiliated clubs and societies are exempt from this.

GC March 2014 – Voluntourism on campus

That Guild Council make a strong statement to the University regarding the following matters: a. That the Guild does not endorse the activities of Voluntourism Organisations. b. That the Guild wishes that Voluntourism Organisations do not engage in lecture bashing. c. That the Guild tasks the University with investigating students receiving course credit for participating in ISV projects via the Royal Melbourne Institute of Technology (RMIT). d. That the Guild wishes that chalking, postering, and any other promotional activities conducted by Voluntourism Organisations outside of the Guild without the approval of Grounds be removed