

Supporting our volunteers

Annual role review template



This tool has been designed to assist Managers and Leaders in ensuring that all volunteers have the opportunity to reflect upon and discuss their experience within Guiding, as well as identify areas for ongoing development and support. This process should be a positive opportunity for those involved and is best undertaken in a mutually agreeable environment with minimal interruptions.

Personal details:

Name:	Signature:
Membership number:	Role:

ENJOYMENT: What are you enjoying most about your role?

Following up questions:

What highlights have there been? What do you think you have achieved over the past year?

How valued do you feel in your role? What would make you feel more valued?

What motivates you to continue?

CHALLENGE: What challenges are you having in your role?

Following up questions:

What further support could help you? Is there a particular area such as finance, risk, programming, administration that is a concern for you?

Do you feel supported by those around you e.g. co-leaders/parents/region/state/others?

PROGRAM: What successes have you had or support have you given in the delivery of a quality Australian Guide Program?

Following up questions:

Do you feel you have an understanding of how your role supports the delivery of the AGP? What do you think a positive experience with the AGP looks like for the youth members?

GROWTH: What do you need/want to grow in your role?

Following up questions:

What do you want to learn or achieve in the next 12 months? What opportunities or training would assist you in achieving these goals?

CHILD SAFE CHILD FRIENDLY: How do you contribute to a Child Safe Child Friendly environment?

Following up questions:

Do you have unit rules? What considerations do you give to CSCF at camp? If a child shared something with you at a meeting, do you know what you should do?

FOLLOW UP ACTIONS: List any actions following this discussion, including dates.

NOTE: Once completed, a copy of this form should be given to the person it relates to, and the original retained by the Manager for follow up of action items. Your State Girl Guide Office should be notified of completion of the conversation. You can either do this using the ADM.47 form or by any other method acceptable in your SGGO. This form should be stored as per the privacy requirements of your SGGO.

Reviewer details:

Manager's Name:	Signature:
Date:	Role: