






## Potential Member Introduction and Induction Resources






This pack is a collection of tools that you can modify to suit and use as appropriate for your brigade to support potential new members in their journey. It is broken up into multiple modules as summarised on this page, with some written guidance as to how to get the most out of these. Each module can be personalised to your brigade and you may choose which to use based on your brigade's need. For help in customising these to suit your brigade, contact [TaranakiDistrict-BusinessServices@fireandemergency.nz](mailto:TaranakiDistrict-BusinessServices@fireandemergency.nz) or your VSO.

Name

-  Introduction Paperwork
-  Powerpoint Presentations
-  Contents Summary.docx
-  Safety-wellbeing-induction-checklist.pdf
-  Volunteer-general-induction-checklist.pdf

Note: the Safety Health and Wellbeing induction checklists should be completed right away, and can be covered in conjunction with the first introductory powerpoint presentation. The General Induction checklist should also be completed in conjunction with this package.

Name

-  Introduction Paperwork
-  Powerpoint Presentations
-  Contents Summary.docx
-  Safety-wellbeing-induction-checklist.pdf
-  Volunteer-general-induction-checklist.pdf

### Introduction paperwork






This paper work can be given to people who are interested in joining to provide them with the resources they need to help them make that decision. This paperwork should be used to support discussion with the interested party. It includes the following:

- Safety Health and Wellbeing Induction Checklist
- General Induction Checklist
- Letter From Brigade Template
- Urban/Rural Volunteer Applicant Information (customise to your brigade)
- VFB Rules of Association Template (customise to your brigade)
- Progression Pathways
- Our Values

And may also include some promotional material (subject to availability) such as:

- *Join the Crew booklet*
- *Volunteer with us book*
- *Employers are part of our Crew book*





Name

-  Introduction Paperwork
-  Powerpoint Presentations
-  Contents Summary.docx
-  Safety-wellbeing-induction-checklist.pdf
-  Volunteer-general-induction-checklist.pdf

## Recruit induction Powerpoint Presentations

There are 3 parts to this, they provide a guideline to give new members the information they need about being part of your brigade.

By including different people talking about their specialities we encourage the new member(s) to get to know these people and learn who to go to for specific purposes.

-  1 Introduction.pptx
-  2 Uniform and Training.pptx
-  3 History.pptx
-  Presentation instructions & information.docx

**Part one** (*1 Introduction*) provides the means to cover station induction requirements and introduces the new member(s) to the brigade, including discussion of why they want to join and what the expectations are from both sides. This should be led by their mentor with Safety, Health and Wellbeing being covered by your Safety, Health and Wellbeing Advocate, and should cover all topics required by the Safety Health and Wellbeing Induction Checklist.

**Part two** (*2 Uniform and Training*) goes into more detail about brigade life, covering uniform and PPE, training and progression. Your Uniform officer and Station Training Officer should lead the sections relevant to their roles.

**Part three** (*3 History*) gives the opportunity to discuss brigade history. Use this one when you have the opportunity to invite your Group Manager and a life member to visit and talk to the brigade and new members about your brigade's history as well as the history of the organisation.