

HANDBOOK FOR VOLUNTEERS AND MEMBERS



Echuca Historical Society Inc

1 Dickson Street

Echuca 3564



Echuca Historical Society Inc.

Registered address: 1-3 Dickson St, PO Box 451, Echuca 3564

Email: eh.soc@bigpond.com

Phone: 03 54 80 1325

Web: www.ehucahistoricalsociety.org.au

Registered No. A0000590G

President

Secretary

ABN 76 480 499 726

Mick Hallahan

Jan Hollingsworth

DGR Approved

Museum open daily between 11am & 3pm

We welcome your interest in Echuca Historical Society Inc.

Members meet at the Museum on the 2nd Thursday of the month at 5.30pm.

These meetings are generally 1 – 1 ½ hours.

If you would like to come as a visitor you are most welcome

Our newsletter is published 3 – 4 times per year, and we are always looking for interesting stories.

There are several projects planned for the forthcoming year and you are most welcome to become involved.

After reading our pamphlet you wish to join us please fill in the application form and

Post to PO Box 451, Echuca 3564.

Or E-Mail to: eh.soc@bigpond.com

Thank you for thinking of joining our group, we are always happy to have a new member and look forward to seeing you at a meeting soon.

Yours sincerely,

Mick Hallahan

President

Echuca Historical Society Inc

1 Dickson St

Echuca 3564

Conserving the Past for the Future

ECHUCA HISTORICAL SOCIETY INC.

STATEMENT OF PURPOSES

1. The name of the incorporated association is Echuca Historical Society Incorporated.
2. The purpose for which Echuca Historical Society is established are:
 - a. To foster historical interest , knowledge and education, particularly but not exclusively in Echuca and districts,
 - b. To collect and preserve articles, documents, photographs and ephemera of historic interest and display them for public viewing and provide public access to them,
 - c. To compile and keep historical records of Echuca and districts,
 - d. To maintain a museum, display and store articles, documents, photographs and records of historical interest ,
 - e. To raise funds for fulfilment of the above purposes,
 - f. To invest and deal with funds of the Association not immediately required by the Association.
 - g. To raise and borrow money on terms that the Association identifies,
 - h. To secure the repayment of loans or the payment of any debt or liability of the Association by way of mortgage charge or security over any of the property of the Association,
 - i. To enter into any agreement or contract to enable the Association to fulfil the stated purposes,
 - j. To act as trustee,
 - k. To accept and hold real and personal property on trust,
 - l. To affiliate with the Royal Historical Society of Victoria and Museums Australia (Vic),
 - m. To work in association with the National Trust of Victoria and Heritage Victoria and respective NSW associations in the preservation of buildings and objects of architectural and historical interest,
 - n. To do all other such things that are incidental or conclusive to the attainment of the purposes and exercise the powers of the incorporated association.

ECHUCA HISTORICAL SOCIETY INC.**1 DICKSON STREET, ECHUCA****What do we do ?**

1. Open Museum to the public 7 days per week, between 11am & 3pm; excepting Good Friday & Xmas Day.
2. Research for general public...families, history of businesses/places/buildings.
A form requesting research is completed prior to research. Fees for research includes an initial fee of \$30 then \$30 per hour or as agreed. Professional business are charged \$30 per copy for photographs or maps. (Certain photographs are unable to be copied, and photographing the collection in the Museum needs permission from person on duty).
Photocopying \$1 per sheet of A4 paper.
3. Indexing of Local papers. We have microfilm copies of the Riverine Herald dating back to 1863. This is used for research and indexing provides easier access to article. Several years have been indexed but many years still need to be.
4. Accept items from public of an historical nature (relevant to Echuca & District as outlined in our Collection Policy)
5. Register and catalogue items that have been donated.
These items are entered into both hard copy and database for easy access
6. Items are then prepared for exhibition or storage
7. Conservation of the items in our collection.
All items collected need attention to keep them in good condition
The museum has textiles, documents, books, business papers/ledgers, maps and photographs, wooden items, tradesman's tools, metal objects large and small, machinery, horse drawn vehicles, engines
8. Conservation and maintenance of premises and exhibition areas. Lots of dusting, sweeping, cleaning, including the toilets. Working Bees are held throughout the year.
9. Arrange displays for local outside exhibits i.e. Special heritage festivals.
10. Education of School children and other groups by providing tours of the museum and information on the history of Echuca & District.
11. Overall the Society protects, preserves and promotes the Heritage of Echuca and District.

PROCEDURES and OH & S

Record hours worked – in black diary on office desk

Duty Roster/Calendar – on desk – write in days you wish to work

Injury/incident – to be recorded in Accident Book – LHS of Shelf above No1 computer

Personal emergency – threat to self – if possible hit Red emergency button - under desk

Emergency evacuation – blow umpires whistle to alert people in building

Ring 000

Ensure all persons out of building – outside on front street or in backyard at backgate

Get out

Emergency contact numbers are in front of telephone book

Receipt of donations – have donor sign donor receipt form and you witness same, and place item in secure storage for Acquisition Committee and cataloguing.

If it is a verbal query re donation, if you are unsure, refer to an executive member for follow up with the person

Request for Research – have visitor fill in research form and ensure they are aware we have a charge for research

Advise they will be contacted by the research team as soon as possible if you are unable to help on the day

Bookings for Groups – write details in the rear of Green Cash Book and also write it in roster calendar

Books for Sale – income to be marked in Cash Book with book title. See price list on desk

Visitor complaints – keep your cool and advise them the president will be notified of their concern – have them fill in and sign a complaints form.

Key Documents – all forms & documents relating to the running of the museum can be found at LHS of Shelf above No1 computer

Data backup due June/Sept/Dec/Mar

Water Stop Cock – to turn off water is at south east corner of the building

New volunteers/members – application pamphlet and volunteer agreement to be given out before accepting payment. All new volunteers will have supervision to ensure they are comfortable with procedures.

CLEANING PROCEDURES

Toilet facilities daily

No rubbish to be left in rooms overnight please

Daily dusting/cleaning of displays daily or as necessary by duty persons

Verandas to be swept and checked for pest residue regularly

Sticky Traps to be checked weekly – record date of check in pest register

Annual Pest inspection/treatment - contractor

½ yearly + cleaning of spoutings/gutters – Contractor

Fortnightly cleaning of main building by contractor

Project management of cleaning jobs on collection items – as required supervised by trained personel.

CONSERVATION PROCEDURES

Duty persons to keep doors closed to eliminate dust and pest entry

Airconditioners to be used to keep an even temperature for the collection

White gloves or latex gloves to be worn when handling collection items

Silvo, Brasso or such like shall not be used on collection items

EMERGENCY & DISASTER PROCEDURES

FIRE Ring 000

Give exact location of fire

Where possible switch of power

Ensure all persons are aware and out of the building

Get out of the building

Advise museum management /disaster recovery team

ELECTRICAL ACCIDENT Ring 000

Do not touch the person with bare hands

If possible turn off power at main

MEDICAL EMERGENCY Ring 000

Do not move the person

Keep the injured person warm and calm

CHEMICAL SPILLS

Alert everyone in the building

Ring 000

Leave the area, don't inhale vapours or dust or handle the product.

DO NOT clean up the spill

MISHANDLING

Care must be taken when handling items damaged by accident

Damaged items to be assessed – removed from register if necessary

Prevention

Seek assistance in moving heavy/bulky objects

Appropriate gloves worn when handling documents, photographs and fragile items

Recovery

Stabilise material, photograph damaged item, obtain expert advice

DAMAGE OR THEFT

If in action press red emergency button.

If discovered afterwards ring police direct 5482 2255 / 000

They will need to know exact address and your name and what has been taken or damaged

Advise museum management

FLOODS /WATER ENTRY /LEAKS

Ring Disaster Recovery 54826235, 54824914, 54821706

They will need to know what/where the problem is

Safety Checklist

If the answer to any of these questions is yes the site is unsafe – leave the area and do not enter till advised it is safe to do so.

Are any electrical wire or power points in contact with water

Does water extend beyond your view

Is there more than 5 cms of water on the floor

Are the passageways blocked or obstructed in anyway

Is there danger from falling material

Do the walls/ceilings appear unstable

Site Checklist

Where is the water coming from

Where is the water located

What is the size of the flood or leak

Is there any danger or threat to the collection

Is the problem getting worse or has it stabilised

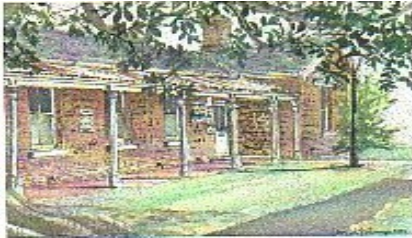
Are affected areas accessible

ECHUCA HISTORICAL SOCIETY INC.**As a volunteer you have the right:**

- to work in a healthy and safe environment (refer various Occupational Health and Safety Act[s]);
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation;
- to be adequately covered by insurance;
- to be given accurate and truthful information about the organisation for which you are working;
- to be reimbursed for out of pocket expenses;
- to be given a copy of the organisation's volunteer policy and any other policy that affects your work; Echuca Historical Society operates under the Museums Australia Code of Ethics.
- to have a job description and agreed working hours;
- to have access to a grievance procedure;
- to be provided with orientation to the organisation;
- to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training to do your job.

Check that:

- The purpose of the organisation matches your own values and beliefs;
- Your role is clear and specific.



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WEBSITE: www.echucahistoricalsociety.org.au

PHONE: 03 54801325

**OPENING HOURS: 11am – 3pm DAILY – EXCEPT Christmas Day & Good Friday
After Hours by Appointment**

MEETINGS: 2ND THURSDAY OF EACH MONTH AT 5.30PM

APPLICATION FOR MEMBERSHIP _____

APPLICATION AS VOLUNTEER _____ TICK RELEVANT BOX

NAME:.....

ADDRESS:.....

CITY.....Post Code.....

PHONE:.....MOBILE.....

EMAIL ADDRESS:.....

In the event of my admission as a member, I agree to be bound by the Rules & Bylaws of the Society, have read and accept these terms.

SIGNATURE:.....

MEMBERSHIP JOINING FEE \$20

ANNUAL MEMBERSHIP FEE \$20

VOLUNTEERS NO FEES PAYABLE

Total Amount Payable \$.....

Please make cheque/money order payable to Echuca Historical Society Inc. and forward the above Postal Address with Completed Application Form
or

Funds can be transferred by EFT to:

BSB: 063 511 Account: 10054768 Ref: M/ship/ Your Surname.

And email this application duly completed to eh.soc@bigpond.com

OFFICE USE ONLY

Proposers Signatures (2).....

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ECHUCA HISTORICAL SOCIETY INC,

Organisation’s responsibilities:

- Provide members/volunteers with a healthy & safe work place
- Appropriate and adequate insurance cover
- Define member/volunteer role and clear job descriptions & procedures.
- Members/Volunteers given copy of the organizations policies & procedures
- Provide appropriate level training and supervision and support.

Organisation’s rights:

- Expects the volunteer to provide Certificate of Working With Children and if requested a formal Police Check
 - expect conscientious acceptance of responsibilities as to promptness, reliability and confidentiality
 - expect from the member/volunteer clear and open communication at all times
 - expect loyalty to the society and only constructive criticism

Organisations Policies :.

Use of resources – all copy is and remains the intellectual property of the EHS and is not to be used for income producing projects without the express permission of EHS committee, or in any way that is not in accordance with the Copyright Act.

Where a volunteer who has undertaken or will undertake work on any project for the Society, Echuca Historical Society Inc. is assigned all existing and future copyright throughout the world arising in any material which I have created or will create as part of this Society's projects while volunteering for the Society.

I also agree to the return of any material supplied to me by the Society to carry out the project/s

Information of a personal nature found within the archival collection must be treated in accordance with the Privacy Act

How do you see your role with the society?

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Skills.....

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