

Email: info@tocah.au Website: www.tocah.au

TOCAH Volunteer Application

Contact: Jan Partridge 0438701581 Jmpart42@gmail.com

SURNAME: _____

First Names: _____

Address: _____

_____

_____

Email: _____

Phone _____

Your Experience and Skills *[Please tick as appropriate]*		**Projects which may interest you**	
Project Management		Website Content/Facebook	
Administration/Clerical		Archiving - Management	
IT Assistance		Archiving – Data Entry	
Workspace Administration		Metadata/indexing collections for website	
Fundraising		Indexing oral history transcripts (from home)	
Promotion and Marketing		Indexing digitised historical documents (from home)	
Specialist Training and Skills *[please specify below]*		***In the field volunteering***	
		Oral History Audio-Visual Interviewing	
		Scanning documents and photographs	
		Other – Please Specify	

TOCAH Volunteer Code of Ethics

Our priority is the well-being of donors, members, supporters, and volunteers.
When representing TOCAH, every member and volunteer is expected to act ethically when interacting with colleagues, donors, and the public:

- *Volunteers collaborate with TOCAH teams to achieve organisational goals,*
- *Volunteers should maintain positive working relationships; any issues must be reported to the team manager, and mistreatment is not permitted,*
- *Confidentiality and respect are essential when dealing with donors, members, or other volunteers,*
- *Volunteers are responsible for properly caring for any recording kits and materials provided by TOCAH.*
- *TOCAH ensures that personal information about volunteers and members remains confidential in line with Australian Privacy Acts.*

Breaking this Code of Ethics will result in removal from the TOCAH volunteer program.

TOCAH Volunteer Agreement Form

Are you willing to visit people in their own homes using your own vehicle? **Yes/No**
(Please note that you will be covered by Volunteer Workers Personal Accident Insurance, but TOCAH does not reimburse for fuel consumption, etc.)
Do you have time to index material and/or transcribe oral history interviews at home? **Yes/No**
As volunteers may be visiting people in their homes, we are required to ask:
Do you have any Criminal Convictions (other than minor driving offences)? **Yes/No**
If yes, please state date and nature of conviction

_____

TOCAH is aware that volunteers have other commitments, holidays, etc. How much time would you have available each week/fortnight? _____

EMERGENCY CONTACT PERSON

Please nominate an emergency contact person:

Name: _____Relationship: _____

Phone Number: _____

Email Address:_____

Declaration:

- I hereby agree to be registered as a volunteer with TOCAH.
- I confirm that in signing this form I have read the TOCAH Code of Ethics Policy.
- I confirm that I have read the TOCAH Terms & Conditions governing volunteers.
- I agree to accept and be bound by the TOCAH Policy and Terms and Conditions.

Volunteer Signature: _____ Date: _____

TOCAH Witness Signature: _____ Date: _____

Thank you for your interest and we hope you enjoy volunteering for TOCAH

What is the Treasury of Country Australian History Inc.

TOCAH, founded in 2021, is a registered non-profit focused on preserving country Australia's history. Though small, its committee members have rural Queensland roots and bush connections. TOCAH collects, protects, and shares materials about the cultural, historical, political, agricultural, commercial, industrial, and scientific life of country Australia.

The organisation was founded because, despite collection efforts by various institutions, no dedicated library or archive exists to preserve the history of country Australia and its untold stories, and these are important.

Vision Statement:

To seek out, collect, preserve, promote and share Australian country history.

Mission Statement:

TOCAH is future-proofing memories relating to country Australia. TOCAH will achieve this by:

- *Generating a diverse and sound financial focus*
- *Proactively collecting, preserving and sharing information and materials contributed*
- *Cooperating with other stakeholders and their communities to provide access to information collected*
- *Creating collections of significance*
- *Having sound compliant governance*
- *Recruiting and supporting active interested volunteers*
- *Marketing the work and collections of TOCAH to the wider community*
- *Providing sound leadership for our volunteers and for those interested in Australian History.*

Many people who helped develop country Australia are anxious to find a professionally managed 'home' for their personal and business archives and records, as well as books collected over a lifetime. The potential for TOCAH to become a major research centre focused on country Australia would create enormous benefits for Australia – attracting students, historians, families, etc.

TOCAH Projects

TOCAH has established individual projects to facilitate the organisation of distinct material collections. Each project holds significance and necessitates dedicated standards, policies, procedures, and equipment to ensure long-term preservation and access. Access to the collections will be via the TOCAH website www.tocah.au.

- Print Collection Project
- Oral History Project
    - Audio Recordings
    - Transcripts
- Scanning/Digitisation Project
- Indexing historical documents Project
- Archiving the collection Project

TOCAH Pilot Phase

These projects are being trialled in South-East Queensland, mainly on the Sunshine Coast, but TOCAH has plans to develop hubs elsewhere.