

WITWA Volunteer Onboarding Checklist

Welcome!

Welcome to the Women in Technology WA volunteer group! We are very fortunate to have you join our tribe and look forward to working with you as we serve our growing community of like-minded advocates of diversity, inclusion, and equity for women in tech [+].

Below is some information that you may find useful as a new team member. If there is any information that should be included here, please email teagen@witwa.org.au. Feedback is always welcome!

Checklist

	Received / Completed
<p>Chairs Welcome Letter</p> <p>A welcome letter from the WITWA Co-Chairs including a Position Description that outlines your volunteer responsibilities and desired outcomes, as well as a summary of what we hope you get from being part of the team.</p>	<input type="checkbox"/>
<p>Code of Conduct.</p> <p>Take the time to read and familiarise yourself with our WITWA Code of Conduct.</p>	<input type="checkbox"/>
<p>Personal Contact Details and Headshot.</p> <p>Your headshot will be uploaded to the WITWA website and your personal details will be added to our register of volunteers.</p>	<input type="checkbox"/>
<p>Email and access to G:drive</p> <p>As a member of our group of volunteers, you will be provided with a WITWA email (firstname.surname@witwa.org.au).</p> <p>As a member of our group of volunteers, you will have access to the WITWA G:drive where all WITWA related documents reside.</p>	<input type="checkbox"/>
<p>LastPass.</p>	<input type="checkbox"/>
<p>HubSpot.</p>	<input type="checkbox"/>

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<p>WhatsApp Messaging and VoIP.</p> <p>As a member of our group of volunteers, you will be added to the WITWA Volunteers WhatsApp group where you can easily communicate with any or all of the WITWA volunteer group.</p>	<input type="checkbox"/>
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How to...

We use the following productivity tools at WITWA:

- Google Workspace for all our communication and collaboration
- Hubspot - Customer Resource Management (CRM)
- Facebook for live streaming - mostly Events team
- YouTube for live streaming - mostly Events team
- Canva for designs for socials etc - mostly Communications team
- Hootsuite for socials scheduling - mostly Communications team
- LastPass is our shared password vault

Use Google Workspace (formerly G Suite)

Google Workspace is our suite of productivity tools that we use for collaboration and communication. The main applications we use are:

- Gmail is our mail application. Similar to and compatible with MS Outlook. You can use it directly through a web browser or get the Gmail app for your different devices, including iOS, Android, MacOS and Windows. You can also access a
- G Drive is our file storage and should be the home of all documents relating to WITWA activities. You can create and update MS Office documents directly in G Drive
- Google Docs is the word processing application. Similar to and compatible with MS Word.
- Google Sheets is the spreadsheet application. Similar to and compatible with MS Excel.
- Google Slides is the presentation application. Similar to and compatible with MS Powerpoint.
- Google Meet for online meetings. Similar to Zoom.

For a deeper dive into the tools, check out this guide [G Suite Tips for WITWA Volunteers.docx](#).

NOTE: We are currently doing a review on how we use Google Workspace as outlined in [WITWA on Google Workspace](#). The detailed tips and guidelines will be updated.

Use Hubspot CRM

We use hubspot to manage our subscribers and communication with both internal and external stakeholders. A detailed guide with videos is currently being updated in the WITWA [HubSpot Guide](#).

Live streaming

If you ever find yourself in the need to live stream, we have put together brief guides for two of the options

- YouTube:
<https://drive.google.com/file/d/1seuOqx8EnaQ16lLkvAgDifQDnXtzrlqz/view?usp=sharing>
- Facebook:
<https://docs.google.com/document/d/1IQGIIn62KSveBXEg591FD62tMYArw08VxGcSLgFi4Xs4/edit>