



Naval Historical Society of Australia

Information Brief for New Volunteers

August 2022

Thank you for your interest in volunteering with the Naval Historical Society of Australia (NHS A).

This brief is intended to provide an overview of the Society, its structure, principal activities and the administrative matters to get you started. The breadth and depth of functions volunteers perform is wide and fulfilling. Their general experience is that they quickly find a niche and become an enthusiastic member of a team of like-minded people. Over time they develop other interests and multi-skill. This gives the Society agility to make best use of people particularly during the absence of others.

For new volunteers who attend the Society's office, a more detailed induction brief will be provided during your first visit as well as an introduction to fellow volunteers.

Background

The Naval Historical Society of Australia was formed in May 1970 by a group of Navy and Garden Island Dockyard personnel. Since then, it has grown and flourished and is today recognised as a 'Centre of Excellence' providing information on naval historical matters to its members, the Navy and community. It works closely with Navy's own historians and Heritage Collection to achieve mutual goals. The Chief of Navy is the Society's patron.

Mission

The Society's mission is: "to record, preserve and promote the knowledge, understanding and awareness of naval history of Australia at all levels of the community".

To achieve the mission the Society undertakes a wide range of activities including;

- conducting, facilitating and encouraging research on naval historical matters,
- publishing books, magazines and newsletters,
- producing video documentaries,
- maintaining a website,
- maintaining an extensive archive and library,
- providing research services,
- working closely with and supporting the Royal Australian Navy,
- conducting history and heritage tours and cruises for the public and
- delivering presentations and events for members and the community.

Organisation

The Society headquarters (the Boatshed) is located in the Garden Island Defence Precinct, Sydney with office space provided by the Navy. Active Chapters operate in Victoria, Western Australia and the ACT which conduct regular meetings and presentations for members.

The Society is incorporated under the New South Wales Associated Corporations Act, 1984. It is a non-profit, volunteer-based organisation which is granted exemption from Income Tax. It is a registered Australian Business (ABN 71 094 118 434).

The Society's office is open on Tuesdays and Thursdays and manned by 10 to 15 volunteers undertaking the various tasks needed to keep the Society functioning. There are more than sixty volunteers on the Society's books, many of whom work from home across Australia.

Committee of Management

The Committee is elected annually at an AGM in November in accordance with the Constitution. The current office bearers and members are;

President	David Michael	Archivist	Bob Guest
Vice President	John Jeremy	IT Support	Ian Phillips
Secretary	David Blazey	Membership	Tony Townsend
Treasurer	Nick Horspool	Events	Noel Phelan
Editor	Walter Burroughs	Governance	Peter Brigden & Mark Lee

Activity Centres

The areas in which volunteers work fall into the following groups although many work across several areas and participate in workshops to achieve such things as the quarterly mailout to members.

- Administration, personnel and finance
- Membership
- Finance and accounting
- Information Technology
- Research and writing
- Editing and publishing
- Library
- Archive
- Tours and cruises
- Member presentations and events
- Social media
- Product development & production
- Marketing
- Sales & distribution
- Website management

Access and Security

All volunteers attending the Boatshed which is in the secure, Garden Island Defence Precinct must wear a Defence access card at all times. Access cards are issued after completion of a Criminal background check and Defence security approval. The process generally takes from one to two weeks.

Office Hours

Tuesday and Thursday, 0830 to 1530.

Transport

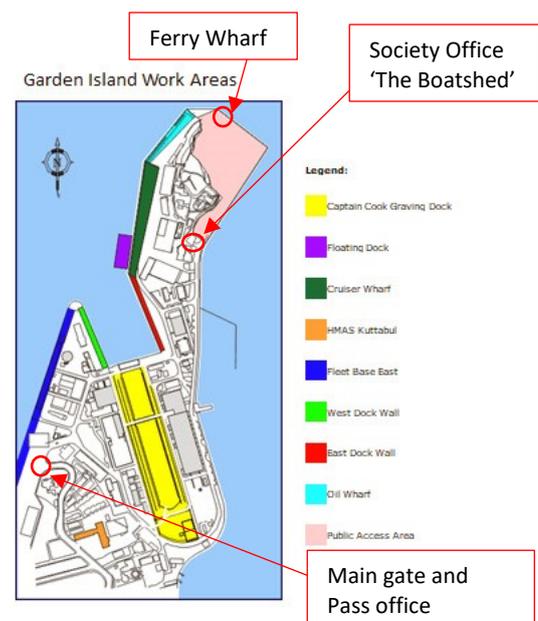
Volunteers generally commute by public transport as private vehicle parking is limited within the Dockyard. When operating, ferry access is in close proximity to the Boatshed. Alternatives include bus from Circular Quay or Town Hall stations to Cowper Wharf Road. The stop is close to the main gate. Other alternatives include, train and walk from Kings Cross station or the Defence shuttle bus between Elizabeth Street in the city adjacent the Shrine of Remembrance in Hyde Park and the Dockyard Chapel close to the Society's office.

Parking

The Society does have three dedicated parking spaces adjacent the Boatshed and several shared vehicle entry permits which are used for car pools involving volunteers with disabilities.

Society Membership

Most volunteers are also members of the Society so as to receive all Society publications and benefits. However, it is not a requirement. Membership from \$30 per annum can be purchased through the [website](#).



Training

The majority of volunteers join with a range of skills which benefit the Society. However, on the job training is provided as necessary, as is specific training in a particular IT applications and tour guiding. New tour guides undertake several tours to understudy an experienced guide until they are comfortable going solo. Documentation in the form of background reading and a commentary is available for each tour and cruise conducted.

Thank you for your interest in becoming a Society volunteer. It is an interesting and satisfying commitment regardless of your background and other interests. You will be joining an enthusiastic team whose strength comes their combined skills without which the Society would not exist.

Welcome aboard.

Society Contact

Phone

Service	Number
Administration	(02) 9537 0034
Research and archives	(02) 9537 0047
President, Secretary, Treasurer	(02) 9537 0035
Membership	(02) 9537 0034
Tours & cruises	(02) 9537 0038

E-mail

Research	research@navyhistory.org.au
Archives	archivist@navyhistory.org.au
Publications	publications@navyhistory.org.au
Finance and website	admin@navyhistory.org.au
All other matters	secretary@navyhistory.org.au

Post

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Website

<https://www.navyhistory.org.au/contact-us/>

