

yassfm 100.3

'Something for Everyone'

2YAS

**Yass
Community
Radio Assn.
Inc.**

Policy No 4

Volunteering

Introduction

Yass Community Radio Association Inc. relies entirely on the unpaid work of volunteers and values their contribution highly. All members of Yass Community Radio Assn. Inc. are volunteers. There are no paid positions. There are no preferential members. All members are equal. Of course all organisations need a hierarchy of leadership and all members with diligence and acumen could aspire to becoming part of the leadership team by election at an Annual General Meeting or by secondment. .

All members of the Association are expected to carry out tasks in addition to being a presenter in the studio. It is not necessary for a member to be a presenter as there are many other tasks to be carried out and people with talents are valued by the Association.

We are all staff, but we do not get paid. This does not preclude the reimbursement of expenses, approved by the Board, or in terms of our petty cash policy, which is in the custody of our Station Manager and that expenditure is to benefit the Association.

Purpose

This policy is intended to ensure that volunteers working at Yass Community Radio Association Inc. have work that is safe, significant, fulfilling, and appreciated.

Definition

A volunteer is a person who contributes to the operation of the Association by working on a regular basis without a salary. All volunteers of the Association are members and all members are volunteers in some way.

The Volunteer contracts to perform a specific job with certain responsibilities and in return is entitled to certain rights. Both the Volunteer and the Association have obligations to each other. The Association will make every effort to ensure that the choice to become a Volunteer leads to personal growth and empowerment, and enrichment of the volunteers' life and that of the community. The status as a volunteer is the same as a paid worker, with equal rights and equal responsibilities.

Principles

Volunteering must benefit Yass Community Radio Association Inc and also benefit the volunteer. Volunteering is always a matter of choice.

1. All volunteers shall be treated with respect and with gratitude for their contribution.
2. Volunteers shall carry out duties assigned by the Association, however, they may have this assignment removed for dereliction of those duties.
3. All volunteers shall be, as far as possible, protected from harm and shall be relieved of liability for acts lawfully and responsibly performed in the discharge of their volunteer functions.
4. The Association will have insurance cover to protect volunteers in their duties.
5. All station equipment will be used for station business only. On no account shall pornography or other illegal activity information or instruction be viewed or downloaded from station computers. The broadcast of pirated music is a

copyright issue. In the above cases the Association will be held liable and must protect itself and instant dismissal is risked by any perpetrator.

6. No member other than those part of the sales team and authorised to do so may produce any **Yass Community Radio Association Inc.** items or schedule any items into the station computer for broadcast.

Responsibilities of Yass Community Radio Association Inc.

It is the responsibility of the Association. -

1. To organise the recruitment, training, and supervision of volunteers.
2. To provide a safe and reasonably comfortable workplace for its volunteers.
3. To treat its volunteers as valued co-workers
4. To provide individual position descriptions to volunteers.
5. To have suitable volunteer assignments, with consideration of personal preference, temperament, ability, education and employment background.
6. To have continuing education on the job.
7. To provide sound guidance and direction to new volunteers by someone who is experienced and well informed, and who has the time to invest in giving guidance.
8. **To ensure that all programmes going to air are compliant with the various codes with which we are required to comply.**
9. For volunteers to be heard, to have a part in planning, to feel free to make suggestions and be respected for honest opinions.
10. For volunteers to be adequately insured.
11. To permit volunteers to cease duty or take a leave of absence with reasonable notice

Rights of Yass Community Radio. Assn Inc

The Association expects that its' volunteers will -

1. Have adequate time to do the job and attend station meetings.
2. Have a professional attitude towards their volunteer work.
3. Be loyal and supportive to the Association.
4. Be willing to learn and keep on learning.
5. Welcome supervision.
6. Speak up and ask questions when unsure.
7. Be dependable and do the work as agreed.
8. Respect confidential information gained through service.
9. Be a team player and respect the rights of other volunteers to communicate their points of view.
10. Assist new volunteers by making them feel welcome and by passing on acquired skills.
11. Abide by policies and procedures set in place by the Board or Association.
12. **Present programmes of a high standard in accordance with the Association's "Objects and Rules" and the Australian Communications and Media Authority "Code of Practice", using language and content that will not offend the general listening audience.**
- 13 **where any personal equipment is imported into the station and connected into the station broadcast system to aid presentation of programmes, the volunteer will indemnify the Association to the extent of any damage to Association**

- equipment caused by that connection and will seek no claim against the Association for any damage to the personal equipment.
14. respect the rights of the listening audience and visitors to the station.
 15. Pass complaints from listeners to the Board.
 16. Be helpful, welcoming and courteous to visitors to the station answering questions where possible and providing correct information or help.
 17. Be familiar with procedures for dealing with fire and other emergencies, attend fire drills as required and know the emergency exits within the building.
 18. Know where the first aid kit is kept.

The Responsibilities of the Volunteer

It is the responsibility of the volunteer to –

1. Respect the rights of other workers and interact with fellow volunteers as a team and to give loyalty to that team.
2. Be reliable and punctual.
3. Abide by policies and procedures set in place by the Association and the Board.
4. Have adequate time available to do the job and attend station meetings.
5. Have a professional attitude towards their volunteer work.
6. Be loyal and supportive to the Association.
7. Be willing to learn and keep on learning.
8. Welcome supervision.
9. Speak up and ask questions when unsure.
10. Be dependable and do the work as agreed.
11. Respect confidential information gained through service.
12. Be a team player and respect the rights of other volunteers to communicate their point of view.
13. Assist new volunteers by making them feel welcome and by passing on acquired skills.
14. To abide by policies and procedures set in place by the Board or Association.
15. **To present programs of a high standard in accordance with the Association's "Objects and Rules" and the ACMA 'Code of Practice', using language and content that will not offend the general listening audience.**
16. Respect the rights of the listening audience and visitors to the station.
17. Pass complaints from listeners to the Board.
18. Be helpful, welcoming and courteous to visitors to the station answering questions where possible and providing correct information or help.
19. Be familiar with procedures for dealing with fire and other emergencies, to attend fire drills as required and to know the emergency exits within the building.
20. Know where the first aid kit is kept.

Rights of the Volunteer

The volunteer has the right to expect that Yass Community Radio Assn. Inc. will –

1. Provide a safe and comfortable workplace.
2. Have a professional attitude towards their volunteer work.

3. Be loyal to and supportive of the volunteer.
4. Be willing to provide the means for the volunteer to learn and keep on learning.
5. To provide any necessary supervision.
6. To permit the volunteer to speak up and ask questions when unsure.
7. Assist new volunteers by making them feel welcome and by passing on acquired skills.
8. Adequately insure its volunteers.



VOLUNTEER AGREEMENT

This is an agreement/contract between a volunteer,

(name) _____

(address) _____

and, Yass Community Radio Association Inc.

As a volunteer I agree:

- a) to abide by the Objects and Rules, the Policies, the Procedures, and the broadcast Code of Practice, of Yass Community Radio Assn. Inc. in fact and in spirit,
- b) I have read and will comply with the Association policy on Volunteering.
- c) to abide by the Broadcasting Services Act, under which the station is licensed,
- d) to abide by decisions made by the Association for its smooth and proper running, and,
- e) to ensure that all keys issued to me will be kept secure, not duplicated and not handed over to another person without authorisation.

As a presenter, I agree:

- a) to accept responsibility for the content of my programme,
- b) to accept direction and decisions and comply with reasonable changes in broadcast times as made by management,
- c) to be at the station at least 10 minutes before broadcast time or have previously arranged for a qualified, member replacement presenter, in cases of emergency or one off situations,
- f) to not swap programmes/times with other presenters and acknowledge that the Programme Manager has this control,
- g) to inform the Programme Manager, within 48 hours, of any complaint concerning my programme or incident which may lead to a complaint,
- h) to treat station equipment, property, and facilities with care,
- i) to reimburse the Association to the extent of the cost of any necessary repair or replacement of station equipment, caused by the use of my personal equipment connected to the station broadcast system. All equipment brought to the station is at my risk and no claim for repair or replacement of my equipment as a result of that use, will be made to the Association.

j) that any breach of the above could lead to my being removed as a presenter or as a member. I acknowledge the station's grievance policies as the appropriate avenue for conflict resolution.

Signed. _____

Date: _____

(Volunteer)

Authorisation

This policy was adopted by the Board of Yass community Radio Association Incorporated, at its meeting held on 2nd November 2009.

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Secretary

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President
Yass Community Radio Assn. Inc.