



## Policies on Volunteering

### **Background**

96.5 Inner FM is a community radio station, which relies on the efforts of our volunteers to maintain operations. Our volunteers come from a wide range of backgrounds and volunteer for different reasons, including:

- to contribute something to the community,
- to develop additional skills,
- to maintain existing skills,
- to enjoy the social nature of the organisation,
- to facilitate personal growth.

We aim to treat all of our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. We will endeavour to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

### **Purpose**

This document sets out 96.5 Inner FM's policy on the responsible management of our volunteers.

The policy's purpose is to provide a clear statement about the roles and responsibilities of volunteers and our station.

### **Principles of Volunteering**

Volunteering:

- benefits the community and the volunteer,
- is always a matter of choice,
- is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium,
- is a legitimate way in which citizens can participate in the activities of their community,
- is a vehicle for individuals or groups to address human, environmental and social needs,
- does not replace paid workers nor constitute a threat to the job security of paid workers,
- respects the rights, dignity and culture of others,
- promotes human rights and equality.



## **The Rights of Volunteers at 96.5 Inner FM**

Volunteers have the right to:

- suitable assignment of duties with consideration for personal preference, temperament, abilities, education, training and employment,
- know as much about the organisation as possible, its policies, people and programs,
- expect clear and open communication from the Committee of Management at all times,
- be given appropriate orientation, introduction and provision of information about new developments,
- sound guidance and direction,
- advance notice (where possible) of changes which may affect their work (such as programming changes),
- undertake their volunteer activity without interruption or interference,
- a place of work complying with all applicable statutory requirements in regard to equal employment, anti-discrimination legislation and occupational health and safety standards,
- be heard, to feel free to make suggestions and to be given respect for their honest and constructive opinion,
- appropriate insurance cover such as volunteer and public liability insurance,
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute,
- receive written notification and reasons for suspension/cancellation of services,
- have services appropriately assessed and effectively recognised,
- have training provided that will enable participation in station activities.

## **The responsibilities of volunteers at 96.5 Inner FM**

Volunteers have the responsibility to:

- have a professional attitude towards their voluntary work,
- be prompt, reliable and productive with regard to commitments and agreements made with 96.5 Inner FM,
- notify the appropriate person if unable to meet commitments,
- accept and abide by station rules,
- understand and adhere to the CBAA Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- not to represent 96.5 Inner FM publicly or commercially unless prior arrangement has been made,
- not to bring into disrepute the operations, Committee of Management or other volunteers of 96.5 Inner FM ,
- treat technical equipment with due care and respect and to notify technical staff of faults and problems,
- undertake to complete the necessary level of training offered at the station if they are intending to work in any area of programming,



- only use station resources and equipment in carrying out work for 96.5 Inner FM and not for personal or private purposes,
- ensure that the station has their current contact details,
- respect the racial and religious backgrounds and the sexual preferences of their co-volunteers and work to ensure that 96.5 Inner FM is a safe work place for everyone.
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory.

Note: For volunteers who are presenters, most of the above responsibilities are outlined in the Presenters Agreement.

### **The rights and responsibilities of 96.5 Inner FM towards volunteers**

96.5 Inner FM has the right to:

- expect the cooperation of volunteers in working to uphold and maintain the station's statement of purposes, legal responsibilities and program and other policies,
- expect volunteers to be familiar with the laws relating to broadcasting, station policies and procedures,
- expect volunteers to be prompt, reliable and productive with regard to commitments and agreements made with 96.5 Inner FM,
- have confidential information respected,
- make a decision, in consultation with volunteers, as to where their services and skills would best be utilized,
- make decisions which may affect the work of volunteers,
- make programming decisions in accordance with programming policies and procedures,
- develop, implement and enforce rules, policies and procedures for all aspects of station operation,
- develop and maintain all property and residence of the station,
- provide volunteers with feedback to enhance their programming and broadcasting development,
- expect clear and open communication from volunteers at all times,
- suspend or cancel volunteers' work in accordance with station policies and procedures due to contravention of station rules.

96.5 Inner FM has the responsibility to:

- provide volunteers with a work environment which embraces the principles of access and equity,
- value the importance of the role of volunteers within the organization,
- place volunteers in an appropriate, suitable position and environment,
- give volunteers appropriate tasks in accordance with their strengths, abilities, training and experience,
- provide volunteers with relevant training so that they expand their expertise and abilities in relation to the work they are expected to perform,



- acknowledge their contribution to the station and provide them with the appropriate recognition,
- provide adequate opportunities for formal and informal constructive feedback,
- provide volunteers with information regarding any activities or changes at the station which may affect their work,
- consult with volunteers (where possible and practicable) on issues that may affect their work,
- ensure that all station democratic processes are adhered to and that volunteers are consulted in major decision-making processes,
- ensure that volunteers are aware of station democratic processes and are encouraged to participate in them.