



## Volunteer Policy

### 1. BACKGROUND

MAINfm is a community radio station, which relies on the efforts of volunteers to maintain its operations. Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

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

MAINfm aims to treat its volunteers equally with respect and trust and to provide a workplace which is safe, enjoyable and fulfilling. It will endeavour to provide a working environment which is flexible to allow its volunteers to gain the benefits they wish from volunteering.

Conversely, MAINfm expects its volunteers to act professionally and in good faith towards the station and that they hold the interests of the station and its community in equal regard to their own, thus ensuring positive outcomes for themselves, the station and the community we serve.

### 2. PURPOSE

This document sets out MAINfm's Policy on the responsible management of the Volunteer Program. It provides guidelines about how the station and volunteers cooperate and benefit from the engagement. This document should be read in conjunction with the Presenters Manual if you are an on-air volunteer. The station Constitution also contains clauses relating to personnel.

### 3. PRINCIPLES OF VOLUNTEERING

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

#### **4. The Rights of Volunteers at MAINfm**

*You have the right to:*

- be treated as a co-worker
- suitable assignment with consideration for personal preference, temperament, abilities education, training and employment
- know as much about the organisation as possible, it's policies, people and programs
- expect clear and open communication from management and staff
- be given appropriate orientation, introduction and provision of information about new developments
- sound guidance and direction in the workplace
- advance notice (where possible) of changes which may affect your work
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers
- a place of work complying with statutory requirements regarding equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards
- be heard, to feel free to make suggestions and to be given respect for your honest 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 (see MAINfm Constitution)
- receive written notification for suspension/release of services
- have services appropriately assessed and effectively recognised
- have training provided that will enable participation at the station at a variety of levels

#### **5. The Responsibilities of Volunteers at MAINfm**

*As a volunteer, you have the responsibility to:*

- have a professional attitude towards your voluntary work
- be prompt, reliable and productive with commitments and agreements made with MAINfm
- notify the appropriate person if unable to meet commitments
- accept and abide by station rules
- understand and adhere to the community radio Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the *Broadcast Services Act 1992*
- not to represent MAINfm publicly or commercially unless prior arrangement has been made
- not to bring into disrepute the operations, management, staff or other volunteers of MAINfm
- treat technical equipment with due care respect and to notify technical staff of faults and problems
- undertake to complete a minimum of the basic level of training offered at the station for the role you are volunteering in
- only use station resources and equipment in carrying out work for MAINfm and not for private purposes
- ensure that the station has your current contact details
- respect the racial and religious backgrounds and the sexual preferences of your co volunteer workers and work to ensure that MAINfm 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
- work six hours per year of volunteer time over and above on-air time if a presenter

## **6. THE RIGHTS AND RESPONSIBILITIES OF MAINfm**

*MAINfm has the right to:*

- expect your cooperation in working to uphold and maintain the station's purpose and policies
- expect you to be familiar with the laws relating to broadcasting, station policies and procedures
- expect you to be prompt, reliable and productive with commitments and agreements made with MAINfm
- have confidential information respected
- decide, in consultation with you, as to where your services and skills would best be utilised
- make decisions which may affect your work
- develop, implement and enforce rules, policies and procedures for all aspects of station operation
- develop and maintain all property and premises of the station
- provide you with feedback to enhance your work as a volunteer
- expect clear and open communication from you
- release you in accordance with station policies and procedures due to contravention of station rules

*MAINfm has the responsibility to:*

- provide you with a work environment which embraces the principles of equity and access
- value the importance of your role within the organisation
- place you in an appropriate, suitable position and environment
- give you appropriate tasks in accordance with your strengths, abilities, training and experience
- provide you with training so that you can expand your expertise and abilities
- acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards
- ensure that any staff has the appropriate skills required to work with you
- provide adequate formal and informal channels for constructive feedback
- provide you with information regarding any activities or changes at the station which may affect your work
- consult with you (where possible and practicable) on issues that may affect your work
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes
- ensure that you are aware of station democratic processes and are encouraged to participate in them

## **7. Volunteer Co-ordinator**

When available MAINfm seeks to have a volunteer coordinator to work directly with volunteers. The role will be responsive to station activity at the time but some of the regular work areas that require co-ordination and liaison are:

- Ensure that on-air presenters have completed program proposal forms

- Ensure that on-air presenters and volunteers are paid up members
- Ensure that presenters have signed a station agreement that includes an overview of media law applicable to programming
- Monitor that presenters have completed training satisfactorily and collate information about training on air presenters would like to do
- Ensure that presenters are provided with program feedback from the community-based programming Committee
- Monitor presenters agreed six hours per year of volunteer time over and above their on-air time and ensure this obligation is being met
- Recruit volunteers for specific tasks as required, at the request of the person delegated by the Committee of Management. Tasks and activities would be based on the fundraising program, outside broadcasts, station work bees and other station related events.