



# Volunteer Policy

Community Radio Broadcasting

Codes of practice: Code 2: Principles of Diversity and Independence

Review September 2020

# WYNFM VOLUNTEER POLICY

## PRINCIPLE

**WYN FM** is a community radio station, which relies largely on the efforts of volunteers to maintain its operations. Our volunteers come from a wide range of backgrounds and are involved in the broadcast area in the running of the station and broadcasting of programs.

Volunteers are NOT reimbursed [financial or in-kind] for their services. All volunteers are to be made fully aware of these principles prior to any duties being performed on behalf of the station.

**WYN FM** aims to treat all of 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 in order to allow its volunteers to gain the benefits they wish from volunteering.

Conversely, **WYN FM** expects its volunteers to act professionally and in good faith towards the station at all times 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.

## PURPOSE.

The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

### The Rights of Volunteers at WYN FM

You have the right to:

- be treated with respect and on an equal basis by the Management and other volunteers or individual persons
- Be familiar with WynFM's policies and Procedures
- expect clear and open communication from management and staff at all times
- be given appropriate orientation, introduction and provision of information about new developments and information that is relevant to them
- be provided with guidance and direction in the workplace
- advance notice (where possible) of changes which may affect your work (such as programming changes)
- a place of work complying with statutory requirements in regard to 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
- receive written notification for suspension/release of services
- have services appropriately assessed and effectively recognised
- perform duties in the area of their choice once they have completed appropriate training, and those positions become available

### **The Responsibilities of Volunteers at WYN FM**

- Be a financial member of WynFM to perform duties on behalf of the station
- ensure that the station has your current contact details
- have a professional attitude towards your voluntary work
- be prompt, reliable and productive with regard to commitments and agreements made with WYN FM
- 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 WYN FM publicly or commercially unless prior arrangement has been made with the Committee of Management.
- not to bring into disrepute the operations, management, staff or other volunteers of WYN FM
- 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 if you are intending to work in any area of programming
- only use station resources and equipment in carrying out work for WYN FM and **not** for private purposes
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteers
- Address any areas of complaint or concern immediately with management
- contribute to the achievement of a safe, tolerant and equitable working environment
- hold a current and valid Working With Children Check

## WHAT ARE THE RIGHTS AND RESPONSIBILITIES OF WYN FM?

### ***WYN FM has the right to:***

- expect your cooperation in working to uphold and maintain the station's mission  
Statement and program 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 regard to commitments and agreements made with **WYN FM**
- have confidential information respected
- make a decision, in consultation with you, as to where your services and skills would best be utilised
- make decisions which may affect your work
- 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 you with feedback to enhance your programming and broadcasting development.
- expect clear and open communication from you at all times
- cancel your membership in accordance with station policies and procedures due to contravention of station rules

### ***WYN FM has the responsibility to:***

- provide you with a work environment which embraces the principles of equity and access
  - Provide a safe working environment
- 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
- 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

## **Volunteer Duties**

Volunteers may be provided with requisite training on the following topics:

- (a) Presentation - on-air presenter, panel, voice-overs which will be conducted by WynFm's trainer or the Community Media Training Organisation;
- (b) Community liaison - The co-ordinator of this sub-committee will be responsible for allocating contact groups/communities
- (c) Production - CSA's, Promos, Sponsorships to be produced under the guidance of the Production Co-ordinator
- (d) If required, Volunteers may be provided with handover training in relation to general duties.

Volunteers who perform on-air duties (announcing, writing and producing) must be a financial member of WynFM and receive appropriate training.

**Documents related to this policy:**

Community Broadcasting Codes of Practice :

Code 2: Principles of diversity and independence

Code 7: Complaints

WynFm Community Radio Inc Constitution

WYNFM Community Radio Inc Policies

- Health and Safety
- Programming Policy
- Complaints Policy
- Internal Grievance Policy
- Music Policy
- Security Camera Policy
- Membership Policy
- Community Participation Policy
- Risk Management Policy [to be ratified]
- Volunteer Induction Policy
- Computer and Internet usage
- Drugs and Alcohol
- Anti Bullying
- Anti Discrimination and Harassment
- Social Media