

**WEST GIPPSLAND COMMUNITY RADIO INC. (A0028524C)**  
**STATEMENT OF POLICY - VOLUNTEERS**

**RATIONALE:**

West Gippsland Community Radio Inc. recognises its dependence upon volunteers. Volunteers will be treated with the same professionalism and respect as a paid worker, and in turn volunteers will be expected and encouraged to give the same standard of performance and involvement that they would offer a paid career. These principles apply irrespective of whether the Volunteer is also a Member, whose rights and responsibilities are defined by the Rules, and by appropriate legislation.

Except as provided in Clause 3.4 of the Rules of the Association (the 'Constitution'), no person will be refused membership on the grounds of gender, disability, race, age, sexuality, religion or political beliefs.

Access to training will be open to all members who show interest and aptitude.

Responsibilities and tasks will be open to all members who show interest and aptitude and are willing to undertake appropriate training.

The service of volunteers will be officially recognised at five year intervals in a manner to be decided by the Board.

**VOLUNTEER RIGHTS**

Volunteers have the right to:

- be treated as workers, with respect for the task done, and through coverage by appropriate insurance and indemnity;
- be given tasks appropriate to their skills and interests, with clear guidelines;
- be given training in new skills, and be encouraged to widen their involvement with appropriate training and follow-up;
- be fully informed about the organisation and its policies and philosophy, with clear lines of responsibility and accountability, and sound guidance and direction;
- safety and security in the workplace;
- contribute to initial and ongoing discussion of policy;
- loyalty and support from the Board, and to have confidential information respected by the Board;
- recourse to mediation if a dispute occurs;
- enjoy a comfortable workplace with opportunities for rest and refreshment;
- to withdraw temporarily from their rostered obligations due to personal or family needs;
- have contributions recognised and respected.

**VOLUNTEER RESPONSIBILITIES:**

Volunteers have the responsibility to:

- maintain a professional attitude towards their tasks;
- strive to improve standards of performance of all tasks done on behalf of the organisation;
- allow adequate time to complete tasks and attend appropriate meetings;
- follow accepted procedure in arranging for replacements if unable for personal reasons to carry out rostered duties;
- accept the Constitution of West Gippsland Community Radio, and station rules;
- be familiar with the CBAA Code of Practice and broadcasting laws, and comply with them;
- follow accepted procedure in suggesting changes to policies or procedures;

- accept mediation in case of dispute;
- be loyal to the organisation, and supportive of other volunteers;
- refrain from derogatory public comment on the work of other volunteers;
- be willing to learn, and open to learning new tasks;
- consult when unsure of procedures, and accept explanations and instructions;
- respect confidential information about the organisation or other volunteers gained through participation;
- accept the right of others to hold and express a different point of view;
- assist new volunteers by making them feel welcome, and passing on acquired skills.
- ensure that health or safety risks are not created for other volunteers.

**History:**

Adopted May 1999.

Reviewed May 2002.

Reviewed July 2004.

Reviewed, and additional material adopted June 2009.

Further additions June 2011.

**Documents Related to this Policy:**

Community Broadcasting Codes of Practice.

West Gippsland Community Radio Inc. Standing Orders

West Gippsland Community Radio Inc. Complaints and Dispute Policy

West Gippsland Community Radio Inc. Discipline Procedure

West Gippsland Community Radio Inc. Rules

West Gippsland Community Radio Inc. Programming Policy

West Gippsland Community Radio Inc. Privacy and Confidentiality Policy

West Gippsland Community Radio Inc. Duty Statements – Executive

West Gippsland Community Radio Inc. Duty Statements – Convenors

West Gippsland Community Radio Training Manual.

**Compliance:**

West Gippsland Community Radio Inc. affirms the right of presenters to participate in discussions of policy, and the responsibility of presenters to accept and implement policy decisions.

Presenters who believe that their rights as defined by this policy have been infringed, have recourse by Complaint to the Board, and access to the Grievance Policy as specified in the Rules (Clause 7B; 1-6)

Presenters who do not comply with the responsibilities defined by this policy are subject to disciplinary action as defined in the Rules (Clause 7A; 1-10).