



# CROW FM VOLUNTEER POLICY

---

Code 2.3

## **Mission Statement**

*CROW FM recognises the efforts of volunteers. Volunteers will be afforded the same professionalism and respect as a salaried staff member. In return volunteers will be expected and encouraged to give the same standard of performance and Involvement that would be expected of salaried staff.*

*These principles apply irrespective of whether the Volunteer is also a Member, whose rights and responsibilities are defined by the Rules, and by appropriate Government legislation.*

*As stated in the CROW FM Constitution "no person will be refused membership on the grounds of gender, disability, race, age, sexuality, religion or political beliefs"*

*Access to radio instruction will be open to all members who show interest and a desire to participate.*

*The service of volunteers will be recognised at the stations quarterly social gatherings with the "WOOTY AWARD" given to volunteers/staff that go beyond their normal duties and excel in their work effort (as required)*

## **Volunteer Rights**

### **CROW FM Volunteers have a number of rights:**

- *Be treated as workers, with respect to the task done, and through coverage by appropriate insurance and workplace protection.*
- *Be given tasks appropriate to their skills and interests.*
- *Be given instruction in new skills, and be encouraged to widen their involvement within CROW FM where appropriate.*
- *Be fully informed about the organisation and its policies and regulations, with special note to responsibility and accountability, and sound guidance and direction.*
- *Safety and security in the workplace.*
- *Have the support and encouragement of CROW FM Management.*
- *Have their efforts recognised by the community.*

## **Volunteer Responsibilities**

### **Volunteers have the responsibility to:**

- *Always act professionally in the deliverance of their duties*
- *Be punctual and attend required meetings.*
- *Follow accepted procedures and station protocols*
- *Understand and accept the Constitution of CROW FM 90.7.*
- *Be familiar with the CBAA Code of Practice and relevant broadcasting laws, and comply with them;*
- *Maintain confidentiality at all times with all business relating to CROW FM.*
- *Consult when unsure of procedures, and accept explanations and instruction.*
- *Accept the right of others to hold and express a different point of view;*
- *Ensure that Health and Safety is paramount at all times.*

*CROW FM 90.7 affirms the rights of volunteers to participate in radio CROW FM 90.7.*

*Volunteers, who believe that their rights, as defined by this policy have been infringed, have recourse thru the stations internal conflict policies.*

*Volunteers who do not comply with the responsibilities defined by this policy could be subject to disciplinary action as defined in the Rules.*