



Volunteer Agreement

This agreement outlines the expectations and responsibilities between you as a volunteer and 90.1 NBC FM. It ensures a clear understanding of what you can expect from us and what we ask of you in return.

Your Responsibilities as a Volunteer:

- 1.** Commitment: Ensure you have the time and willingness to volunteer.
- 2.** Belief in Our Mission: Only volunteer if you believe in the value of what we do.
- 3.** Professionalism: Approach your volunteer work with a professional attitude.
- 4.** Welcome Guidance: Be open to supervision and feedback to improve your work.
- 5.** Ask Questions: Speak up if something is unclear or you need help.
- 6.** Respect the Rules: Understand and follow our policies and procedures.
- 7.** Be Willing to Learn: Embrace training to perform your tasks effectively.
- 8.** Loyalty: Support the station's philosophy and policies.
- 9.** Stay Informed: Learn about our organization, policies, people, and programs.
- 10.** Dependability: Fulfill your commitments and inform us if you can't meet them.
- 11.** Teamwork: Respect the roles of paid staff and work collaboratively.
- 12.** Confidentiality: Keep any sensitive information you learn private.
- 13.** Participation: Attend meetings and training sessions as needed.



Volunteer Agreement

Your Rights as a Volunteer:

- 1.** Respect and Recognition: Be treated as a valued team member, not just free help.
- 2.** Suitable Role: Receive an assignment that matches your skills and interests.
- 3.** Ongoing Training: Access continuous education and information about new developments.
- 4.** Guidance: Receive clear direction from experienced staff.
- 5.** Clear Communication: Expect open and transparent communication at all times.
- 6.** Proper Orientation: Be given a thorough introduction to your role and the station.
- 7.** Safe Work Environment: Work in a space that meets health and safety standards.
- 8.** Insurance: Be covered by volunteer insurance.
- 9.** Input and Feedback: Have a voice in planning, share your suggestions, and receive respect for your opinions.
- 10.** Service Acknowledgement: Receive a certificate of service upon completing your volunteer term.
- 11.** Notification of Release: Be informed in writing if your volunteer service is ended.



Volunteer Agreement

90.1 NBC FM's Responsibilities to You:

- 1. Equal Treatment:** Provide a work environment that meets the same standards as those for paid staff.
- 2. Value Your Role:** Recognize and appreciate the importance of volunteers.
- 3. Appropriate Placement:** Match you with tasks that suit your abilities and experience.
- 4. Leadership:** Provide strong, supportive leadership.
- 5. Recognition:** Acknowledge and celebrate your contributions.
- 6. Training:** Offer training to help you succeed in your role.
- 7. Feedback Channels:** Ensure there are ways for you to give and receive feedback.



Volunteer Agreement

90.1 NBC FM's Rights:

1. **Quality Service:** Expect the same level of effort and service from you as we would from a paid worker.
2. **Responsibility:** Anticipate that you will be reliable, punctual, and perform well.
3. **Confidentiality:** Expect that you will respect confidential information.
4. **Role Matching:** Collaborate with you to find the best fit for your skills.
5. **Enthusiasm:** Expect your dedication to and belief in our mission.
6. **Constructive Feedback:** Provide feedback on your performance and suggest improvements.
7. **Loyalty:** Anticipate your loyalty to the station and constructive approach to criticism.
8. **Communication:** Expect clear and open communication from you.
9. **Balanced Conduct:** Encourage a balance of emotional and rational behavior.
10. **Release Right:** Reserve the right to end your volunteer service if necessary.



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Conflict Resolution:

If conflicts arise, we have a procedure to address and resolve them:

1. Initial Handling: Conflicts are first addressed by the station manager or an appointed representative.
2. Resolution Committee: If unresolved, a three-person committee, including neutral members, will be formed to review the situation.
3. Deliberation: The committee will listen to all perspectives, seek a compromise, or make recommendations.
4. Final Decision: The committee's decision is communicated to all parties.
5. Appeal: If unresolved, the issue can be appealed to the Board of 90.1 NBC FM for further consideration.

Agreement:

By signing this agreement, both parties acknowledge and agree to these responsibilities and rights.

Volunteer Name: _____

Signature: _____

90.1 NBC FM Representative Name: _____

Signature: _____

Date: ___ / ___ / ___

This agreement is effective from ___ / ___ / ___ and will be reviewed on ___ / ___ / ___.

Address: _____

Phone Number: _____