

90.1 NBC FM

VOLUNTEER AGREEMENT

In accordance with best volunteer practice as required by the Community Broadcasting Association and Volunteer NSW. This agreement outlines your rights & responsibilities as a volunteer and 90.1 NBC FM's rights & responsibilities to you.

90.1 NBC FM VOLUNTEER RESPONSIBILITIES

1. Be sure you have the time and the inclination to do the job.
2. Be convinced; don't offer your services unless you believe in the value of what you are doing.
3. Have a professional attitude towards voluntary work.
4. Welcome supervision; you will do a better job and enjoy it more.
5. Speak up; ask about things you don't understand.
6. Accept the rules; don't criticize what you don't understand there may be a very good reason.
7. Be willing to learn: training is essential to any job well done.
8. Be loyal, offer suggestions, but don't "knock". Be a faithful representative to station philosophy and policy.
9. You have the right to know as much as is relevant & practicable about the organisation, its policies, its people, and its programs.
10. Be dependable; do what you have agreed to do. Don't make promises you cannot keep and notify the appropriate person if unable to meet commitments.
11. Be a team player; respect the function of the paid staff.

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12. Respect confidential information gained through service.
13. Be prepared to attend relevant meetings and training workshops and to comply with decisions of the Board of Directors and stations management.

90.1 NBC FM VOLUNTEER RIGHTS

You have the right:

1. to be treated as a co-worker, not just as free help, and shown respect
2. to a suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment background.
3. to continuing education on the job as a follow-up to initial training, and to be provided with information about new developments.
4. to sound guidance and direction by someone who is experienced and well-informed and who has the time to invest in giving guidance.
5. to expect clear and open communication from management at all times.
6. to appropriate orientation, introduction and provision of information about new developments.

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7. to work in an orderly, designated place, conducive to work and worthy of the job to be done.
8. a place of work complying with statutory requirements in regard to equal employment practices and anti-discrimination practices, occupational health and safety procedure.
9. to be covered by Volunteer Insurance
10. to be heard, to have a part in planning, to feel free to make suggestions, to be shown respect for an honest opinion.
11. to be given a certificate of service at the completion of the term of voluntary service, detailing work you undertook for the station.
12. to receive written notification of release of your services.

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NARWEE BAPTIST COMMUNITY BROADCASTERS LIMITED (RADIO 90.1 NBC FM) RESPONSIBILITIES

90.1 NBC FM has the responsibility:

1. to provide the same work environment to volunteers as paid workers, including statutory requirements of equal employment practices and anti-discrimination policy, occupational health and safety regulations and insurance cover.
2. to value the importance of the role of the volunteer within the organisation
3. to place volunteers in an appropriate, suitable position and environment
4. to give volunteers appropriate tasks in accordance with their abilities, strengths, training, experience, etc.
5. to provide strong leadership
6. to acknowledge the contribution made by volunteers and provide appropriate recognition.
7. to train staff in co-ordinating and working with volunteers,
8. to provide volunteers with appropriate training.
9. to provide adequate formal and informal channels for positive and negative feedback

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NARWEE BAPTIST COMMUNITY BROADCASTERS LIMITED (RADIO 90.1 NBC FM) RIGHTS

90.1 NBC FM has the right:

1. to receive as much effort and service from an unpaid worker as a paid one, even on a short-term basis.
2. to expect conscientious acceptance of responsibilities as to promptness, reliability and good performance.
3. to have confidential information respected
4. to make a decision in consultation with a volunteer as to the area of work which would best suit that volunteer
5. to expect enthusiasm and belief in the work the organisation is doing.
6. to express opinions about poor volunteer effort in a diplomatic way and suggest a change to another job.
7. to expect loyalty to the organisation and only constructive criticism.
8. to expect from the volunteer clear and open communication at all times.
9. to maintain a balance between emotional and rational behaviour, directing emotionality into productive effort.
10. to establish feedback mechanisms for volunteers

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11. to release a volunteer. due to contravention of policy and principles of the station or work practices.

CONFLICT RESOLUTION

Conflict arises when the goals, values, interests and perceptions of one individual or group are incompatible with those of another individual or group of volunteers.

Even in the best run stations such as 90.1 NBC FM it is inevitable that conflict will arise from time to time. Given the diverse interests that exist in 90.1 NBC FM and the potential for disagreement between groups and individuals, the Board has established procedures for handling conflict and solving operational grievances before these can become destructive.

The procedure is as follows:

All grievances will be received by the station manager or other person of responsibility appointed by the Board of Directors. In the event of an unsuccessful outcome through this procedure, the next procedure is as follows:

- (i) When a conflict or grievance arises, a three person resolution committee is appointed by the Board to deal with it. This panel consists of two people each sympathetic to one of the opposing points of view, and a third person perceived by all parties to be fair and neutral. The Board of 90.1 NBC FM selects this resolution committee.
- (ii) The resolution committee meets to hear the opposing points of view, either submitted separately in person or in writing.

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- (iii) The resolution committee then deliberates, attempting to reach a compromise solution, or make an alternative recommendation. It may also decide to call evidence from other sources.
- (iv) After the resolution committee's recommendation has been sanctioned, all parties are notified of the decision.
- (v) If anyone still feels aggrieved after this process, an appeal should be available. This would usually be directly to the Board of 90.1 NBC FM where the matter can be put to debate, and it is hoped resolved.

I(Name of Volunteer) hereby agree with the aforementioned Rights & Responsibilities and will observe them faithfully.

SIGNED : _____

I(Name) on behalf of 90.1 NBC FM hereby agree with the aforementioned Rights & Responsibilities and will observe them faithfully.

SIGNED : _____

DATE: ___ / ___ / ___

This agreement commences ___ / ___./ ___

And is due for renewal on ___ / ___ / ___

NAME: _____

ADDRESS: _____

PHONE NO: _____