

Background

3MGB is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Our volunteers come from a wide range of backgrounds and volunteer for different reasons, including:

- to contribute something to the community
- to develop and maintain skills
- to facilitate personal growth

We aim to treat all of our volunteers equally, with respect and trust, and to provide an environment that is safe, enjoyable and fulfilling.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times.

Purpose

This document sets out 3MGB's policy on the responsible management of our volunteer program.

The policy's purpose is to provide a clear statement about the roles and responsibilities of volunteers and our station.

Principles of Volunteering

Volunteering:

- benefits the community and the volunteer
- is always a matter of choice
- is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium
- does not replace paid workers nor constitute a threat to the job security of paid workers
- respects the rights, dignity and culture of others

The rights and responsibilities of volunteers at 3MGB

You have the right to:

- know as much about the organisation as possible, its policies, people and programs
- expect clear and open communication from the committee of management at all times
- be given appropriate orientation, introduction and provision of information about new developments
- an organisation 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 and constructive 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 and reasons for suspension/release of services

You have the responsibility to:

- have a professional attitude towards your voluntary work
- be prompt, reliable and productive with regard to commitments and agreements made with 3MGB
- notify the appropriate person if unable to meet commitments
- accept and abide by station rules
- understand and adhere to the Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- not to represent 3MGB publicly or commercially unless prior arrangement has been made

- not to bring into disrepute the operations, management or other volunteers of 3MGB
- treat technical equipment with due care and respect and to notify technical members of faults and problems
- undertake to complete a minimum of the basic level of training offered at the station
- only use station resources and equipment in carrying out work for 3MGB and not for personal or private purposes
- ensure that the station has your current contact details
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that 3MGB is a safe work place for everyone
- contribute to the achievement of a safe, tolerant and equitable environment by avoiding, and assisting in preventing, behaviour which is discriminatory.

The rights and responsibilities of 3MGB towards volunteers

3MGB has the right to:

- expect your cooperation in working to uphold and maintain the station's mission statement, the station charter 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 3MGB
- have confidential information respected
- 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
- suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules.

3MGB has the responsibility to:

- provide you with an environment which embraces the principles of access and equity
- value the importance of your role within the organisation
- provide you with training so that you can expand your expertise and abilities
- provide adequate opportunities for formal and informal constructive feedback
- provide you with information regarding any activities or changes at the station which may affect you
- ensure that you are aware of station democratic processes and are encouraged to participate in them.