



WORKING TOGETHER FOR OUR COMMUNITY
Since 1981

STATEMENT OF VOLUNTEER RIGHTS

This document was approved by the Management Committee on 26th February 2020 to operate as the Statement of Volunteer Rights of Eurobodalla Radio Inc. in compliance with Code 5 of the Codes of Practice for the sector. The document is not limited to presenter volunteers and refers to the rights of all volunteer members of the station.

The rights and responsibilities contained in this statement apply equally to all volunteers.

All rights remain in force until the next review of the Statement of Volunteer Rights in July 2026.

Prior to the formulation of these volunteer rights reference was made to the CBAA Handbook and there was consultation with presenter members and non-presenter members of Eurobodalla Radio Inc.

(1) GENERAL

All Volunteer workers are to be treated in the same manner and with the same level of professionalism given to any paid workers who may be engaged by the station. They are entitled to be insured and to have basic sickness, compassionate and holiday leave without fear of dismissal. Our volunteers can also expect the principles of equal opportunity to be applied in respect of all recruitment, job selection, work allocations, program time allocations, program promotion, presenter and non-presenter training, skills enhancement, library access and all other activities and social functions.

Although volunteer work time is not strictly limited, our volunteers can generally expect to work no more than sixteen (16) hours per week as recommended by The Volunteers Centre. This is to include travelling time to and from station headquarters and any external work locations.

There is to be no re-imbusement to volunteers for petrol costs other than those incurred for long distance travel outside the Eurobodalla Shire especially approved by the Management Committee.

Whilst this document aims to set out the specific rights of our volunteers it is imperative the volunteers realise they also have individual responsibilities and obligations to the station. The document does not list all the responsibilities of our volunteers and should be read in conjunction with the Code of Conduct, Presenter's Agreement and other relevant documents.

The licensing requirements stipulate community radio stations must involve the community in the management and operations of their respective stations. All our volunteers must be mindful their work contributions (on air presentations and otherwise) are critical to the station's operations. They should set aside ample time to attend to their agreed duties, have a professional attitude towards their work, accept supervision/station rules and comply with broadcasting laws. It is essential also they be loyal and supportive to management and their work colleagues. If the station is to progress, volunteers should be team players readily available to assist new members, always willing to progressively learn *new skills themselves and pass these newly acquired skills on to other members.*

(2) RIGHTS OF VOLUNTEERS IN RELATION TO ORGANIZATIONAL KNOWLEDGE

(a) Every volunteer at Eurobodalla Radio Inc. has the right to know as much about the organisation as possible. They shall have access to or if requested, be provided with copies of the station's Constitution, Statement of Volunteer Rights, Conflict Resolution For Internal Disputes and Code of Conduct. If copies are requested these can be provided as either paper copies or disc copies but only if the latter is acceptable to the volunteer.

(b) Presenter volunteers have a right to an internal mailbox (pigeon hole) by which to receive management memorandums, instructions or similar documents.

(c) Copies of Minutes of Committee Meetings, Presenter Meetings or other significant member meetings are to be at least displayed in a prominent position on the station's notice board for the information of all members.

(d) Volunteers are entitled to receive at least fourteen (14) days advance notice of Committee Meetings, member meetings and all information sessions they are entitled to attend. Such notice is to be at least displayed on the station notice board.

The Constitution stipulates twenty-one (21) days- notice in regard to a meeting requiring a special resolution.

(e) The wilful removal of management documents from volunteer mailboxes (pigeon holes) by other than the intended recipients is prohibited by the station's Code of Conduct as such removals will deprive the intended recipients of knowledge of the information in such documents. The wilful removal of similar documents from the station notice board (other than to make a quick copy) is also prohibited by the Code of Conduct for the same reason (see also Code of Conduct).

(f) Station Management is not obliged to provide volunteers with the finest details of every single issue. It is expected our volunteers will seek feedback on any specific items they wish to know about and seek clarification on any issues they do not understand.

(g) The principles of equal opportunity shall be observed by station management when conveying information and/or general advice to members, especially to presenters. Although it is not always possible management should take every measure to ensure presenters receive instructions etc. in a timely manner and within a simultaneous timeframe.

RIGHTS OF VOLUNTEERS IN RELATION TO PROGRAM PRESENTATION

(a) Volunteers must be financial members, completed appropriate training and satisfied the station's minimum presentation standards to qualify for program time. Program timeslots already allocated will be relinquished in the event of presenters becoming un-financial members.

(b) Every volunteer may request one or more programs and has a right to be allocated one program. Any' additional programs allocated to an individual volunteer shall be at the discretion of the Management Committee and will always be subject to available timeslots. Volunteers have the right to refuse timeslots allocated to them.

(c) Any entitlement to program time shall be in a timeslot, duration and frequency at the discretion of the Management Committee. Presenters, however, possess the right to be consulted in the first instance. Any disabilities of presenters is to be considered by the Management Committee when allocating timeslots.

(d) Programs presented by our volunteers may be of music content or talk content or a combination of both.

(e) Volunteers may present their programs in a language other than English if they so desire.

(f) Allocations of program time to newly trained presenters will be on a wait turn basis if no timeslots are available. In the meantime, they are to be given fill in opportunities.

(g) Presenters shall have equal access privileges to the station's music library (computer and otherwise) and community information for the purposes of presenting their programs.

(h) The principles of equal opportunity shall be observed by the Management Committee in the general allocation of program time to presenters, including fill in opportunities. Longer term fill in opportunities are to be arranged by way of an Expressions of Interest call.

(i) Whenever possible, presenters should receive advance notice of any transmission or machine playback problems prior to arriving at the station to present their programs.

(j) Presenters are entitled to basic sickness, compassionate and holiday leave without fear of losing their regular timeslots. They must, however, seek Management Approval for any anticipated long-term absences **(4 weeks or more)** to enable fill in arrangements to be made.

(k) At least fourteen (14) days written notice must be given to presenters of decisions taken to cancel their programs, reduce/increase their program times or relocate their programs to other timeslots.

(l) Presenters must adhere to their obligations and responsibilities under their signed Presenter's Agreement with the station. They also have a responsibility to comply with the Code of Conduct copies of which are readily available at the station and displayed on the notice board.

(m) All on air presenters at Eurobodalla Radio Inc. possess the right to present their programs free of any unauthorised studio visits or wilful interruptions and disturbances by other members. They are entitled to rely on an ongoing station Code of Conduct that prevents such incidents.

(n) **Presenters must arrange a fill in presenter if unable to present their programs.**

4) RIGHTS OF VOLUNTEERS IN RELATION TO WORK ALLOCATIONS

(a) The principles of equal opportunity are to be applied by Management in the recruitment process for all jobs including appointments to Management Support Teams. Longer term job appointments shall generally follow an Expression of Interest call from members.

(b) Volunteers shall not be allocated any tasks beyond their working capacity or for which they have not received appropriate training from Management or other members.

(c) Longer term appointments to jobs which are boring, mundane and of a very routine nature should be avoided unless the volunteer agrees to such appointments.

(d) A volunteer should not be allocated any longer term routine/simple tasks for which they are over qualified, unless the volunteer agrees to undertake such jobs.

(e) Volunteers at Eurobodalla Radio Inc. may undertake job allocations at home or at station headquarters whichever they prefer. If the tasks are of a confidential nature or otherwise can only be completed on station premises sufficient workspace and other necessities shall be provided by Management.

(f) Management should aim to implement a rotational job system wherever possible to enable volunteer workers to gain more experience and increase their versatility levels.

(g) All physical disabilities of volunteers are to be taken into account when job allocations are being considered by Management. Travelling distances should also be considered.

(h) With the exception of general petrol costs, volunteer workers may be reimbursed for all out-of-pocket expenses incurred in completing jobs for the station. This is to apply to work undertaken at home or on station premises. There shall be no re-imburement for out-of-pocket expenses mentioned above unless the consent of Management is obtained prior to undertaking such tasks.

(i) Volunteers should not seek appointment to any job or work teams unless they have set aside sufficient time to complete the tasks expected of them.

(j) When required, the principles of confidentiality shall be observed by volunteers workers undertaking any work on behalf of the station.

5) RIGHTS OF VOLUNTEERS TO BE HEARD AND TO CONTRIBUTE TOWARDS POLICY AND PROCEDURAL DEVELOPMENT

(a) Our volunteers possess the right to be heard on all matters. If a dispute occurs volunteers have a right to mediation or arbitration (see also Conflict Resolution For Internal Disputes).

All station volunteers are entitled to make individual contributions towards the general development of policies and procedures implemented by the station.

(b) At least fourteen (14) days notice of monthly Management Committee Meetings is to be given to volunteer members to enable them to submit any issues for consideration as specific agenda items.

(c) All items submitted by members for consideration by the Management Committee as specific agenda items must reach the Secretary at least seven (7) days prior to the scheduled meeting date.

(d) Members wishing to attend any monthly Management Committee meeting may do so. They do not, however, possess the right to observe any part of meetings involving Committee discussions on sensitive issues or those concerning the disciplining of members.

(e) Member groups wishing to make representation to the Management Committee at any scheduled meeting are required to provide at least seven (7) days notice to the Secretary. The group must stipulate the issue and nominate the Spokesperson who will be speaking on its behalf.

The Management Committee may reject the nominated Spokesperson and request an alternate nomination. The Committee may only make one such rejection of a nominated Spokesperson.

(f) At least four Presenter Meetings per year shall be arranged by the Management Committee to enable members to speak on or raise any issues they consider worthy of group discussion or Management consideration. Presenters are to receive at least fourteen (14) prior notification of each scheduled meeting date

(g) Volunteers at Eurobodalla Radio Inc. shall have the right to be consulted by the Management Committee in regard to any major changes to policies and procedures contemplated by the Committee. They possess the right to either offer comments at face to face meetings arranged specifically to address those changes or to submit comments in response to draft copies of documents concerning any proposals for major changes to policies or procedures.

(h) Whilst our volunteers retain a right to contribute to the development of all major policies and procedures to operate at the station the final approvals of the policies and procedures that are to apply shall always remain under the delegation of the Management Committee.

6) RIGHTS OF VOLUNTEERS IN RELATION TO TRAINING

(a) The principles of equal opportunity shall apply in respect of all training programs. Our volunteers can expect appropriate training for all on air and off air activities in which they will be involved at the station. No duties shall be given to volunteers for which they have not received proper training or already, possess the necessary expertise.

(b) Volunteer members shall have a right to undertake Program Presentation training if they so desire. Such training is to incorporate their rights and responsibilities under the standard Presenters Agreement, general functions of transmission equipment, panel operation, microphone use, playback facilities including computer use, recording and talk back facilities, log book entries and the general purposes of Studios A and B.

(c) A "Mentor System" should generally operate at the station under which presenters in training can gain more exposure to program presentation by sitting in with more experienced presenters on their programs. Under this system newly trained presenters can also request more experienced station presenters sit in on the new presenters programs until they gain more confidence.

(d) A "Buddy System" shall be in place to assist presenters to find a replacement to cover their program if they are not available to fulfil their on air duties at any time. It shall be the responsibility of all presenters at EAR Inc. to find a replacement if they are going to be away and to record that "replacement's name" in the Studio's "Can't Make It Diary"

(e) Management is to ensure member training programs include the legal responsibilities of the station and its members, role of management, Codes of Practice, Code of Conduct, Conflict Resolution Procedures, Volunteers Rights, facsimile machine, telephone answering machine and other relevant equipment.

(f) There shall be continuing education on the job for our volunteers to increase their station knowledge and to groom them for greater station responsibilities.

(g) A job rotational system shall generally apply in regard to all off air duties to promote multi skilling opportunities for our members

(h) It is expected station volunteers will display an ongoing willingness to learn all they can about station activities and to pass on their knowledge and any newly acquired skills.

(i) A Presenter Induction Kit is to be provided to all new members of the station

(7) RIGHTS OF VOLUNTEERS IN RELATION TO HEALTH AND SAFETY

(a) Management is to take measures to ensure the physical and mental wellbeing of all members whilst on station premises. Volunteers shall not be expected to engage in any on air or off air activities in work areas that are unsafe or present any health hazards to the volunteers or their visitors.

(b) All areas of the station premises shall be free of any obstacles likely to cause accidents

(c) Volunteers are to have knowledge of the use of fire extinguishers.

(d) Volunteers shall not be the subject of any physical or verbal abuse by other members of the station or the witness of such incidents on their colleagues. Further, volunteers shall not be harassed by unwelcome emails or correspondence from other station members. They have a right to expect an ongoing Code of Conduct to be in place to prohibit such incidents and strict penalties to be applied for any breaches of the code.

(8) RIGHTS OF VOLUNTEERS IN RELATION TO SOCIAL FUNCTIONS

(a) Volunteers shall receive reasonable advance notice of any social functions to be arranged by the station.

(b) If they so desire, our volunteers shall have a right to contribute to preparations for any social functions or festive season celebrations arranged by the station. The contributions to at least be on a rotational basis or under team arrangements.

(9) RIGHTS OF VOLUNTEERS IN RELATION TO EXTERNAL STATION PROMOTIONS OF COMMUNITY CELEBRATIONS/FUNCTIONS

(a) All volunteers have the right to participate in external station promotions of special community events.

(10) RIGHTS OF VOLUNTEERS IN RELATION TO CONFIDENTIAL MATTERS

(a) Our volunteers possess the right to have confidential information respected by the Management Committee and other members, unless authorised the home and work telephone numbers and email addresses of members are not to be made available for other than station purposes.