



## 2MCR Macarthur Community Radio Association Incorporated

---

### **Rights And Responsibilities To Volunteers**

#### **2MCR has the right to:**

- expect a volunteer's cooperation in working to uphold and maintain the radio station's mission statement, the station charter and program policies
- expect a volunteer to be familiar with the laws relating to broadcasting, radio station policies and procedures
- expect a volunteer to be prompt, reliable and productive with regard to commitments and agreements made with the management of 2MCR 100.3FM
- have confidential information respected
- make a decision, in consultation with a volunteer as to where their services and skills would best be utilised
- make decisions which may affect a volunteer's work
- 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 a volunteer with feedback to enhance their programming and broadcasting development
- expect clear and open communication from a volunteer at all times
- suspend or dismiss from duties a volunteer in accordance with radio station policies and procedures due to contravention of station rules.

#### **2MCR has the responsibility to:**

- provide a volunteer with a work environment which embraces the principles of access and equity
- value the importance of a volunteer's role within the organisation
- place a volunteer in an appropriate, suitable position and environment
- give a volunteer with appropriate tasks in accordance with their strengths, abilities, training and experience
- provide a volunteer with training so that they can expand their expertise and abilities
- acknowledge a volunteer's contribution to the station and provide them with the appropriate recognition and/or rewards
- ensure paid staff members have the appropriate skills required to work with volunteers
- provide adequate opportunities for formal and informal constructive feedback
- provide a volunteer with information regarding any activities or changes at the radio station which may affect their work,
- consult with a volunteer (where possible and practicable) on issues that may affect their work,
- ensure that all station democratic processes are adhered to and that volunteers are consulted in major decision-making processes relevant to their work
- ensure that volunteers are aware of station democratic processes and are encouraged to participate in them.