

FromeFM Volunteer Charter

1.0 FromeFM and Frome Community Productions CIC

- 1.1 Recognise and respect the contribution of volunteers
- 1.2 Recognise the rights of paid workers to join trade unions and provide satisfactory working conditions for both.
- 1.3 Volunteering is an expression of humanitarian concern, allowing an individual to make a personal contribution to life in their community. As a volunteer with **FromeFM** you will have certain rights and responsibilities. We set out below our charter, detailing the rights and obligations of/for volunteers.

2.0 Rights

- 2.1 The right as a member to participate in the Station's policy-making processes. This can be done by attending Open meetings and /or by applying to take part in working groups.
- 2.2 The right to information regarding the Station's affairs, its management structures policies, financial affairs etc.
- 2.3 The right to be heard, and to have your views and opinions taken into consideration in framing policy or in determining operational procedures, and rules and regulations.
- 2.4 The right to training and development.
- 2.5 The right to adequate grievance procedures.
- 2.6 The right to seek a change in role or function.
- 2.7 The opportunity to advance personal objectives, e.g. career training in communications or journalism, provided only that it does not clash with Station or Community Radio objectives.
- 2.8 The right to pre-agreed out of pocket expenses, where the Station's policies so permit.

3.0 Volunteer's Responsibilities

- 3.1 Understand and support the aims and objectives of Community Radio.
- 3.2 Demonstrate a commitment to **FromeFM** over and above presenting or producing his/her own programme. This means becoming a member, working on sub-committees, attending station meetings, supporting social and fundraising functions.
- 3.3 Accept the authority of the Board or Working Parties in all matters affecting the Station, including management structure, programming policy, programme content and quality, social networking policy and practise, corporate image and branding.
- 3.4 Accept the Station's right to establish rules and regulations.
- 3.5 Accept the Station's disciplinary procedures including the Station's right to discontinue an individual's voluntary service.

- 3.6 Honour the commitment made to fulfill the agreed role or function within the Station, to the standards set by the Station.
- 3.7 Participate in and contribute to the Stations internal evaluation processes.
- 3.8 Conform to the legal requirements of radio programming and broadcasting.
- 3.9 Accept that all information compiled and all programme material made using the Station's equipment and facilities, is the property of the Station unless express permission is given to the contrary.
- 3.10 Maintain confidentiality about matters in regard to which the Station deems it necessary.
- 3.11 Respect the views and opinions of all groups, organisation or individuals who seek to use the services of **FromeFM**.

4.0 Presenters' Commitment

- 4.1 Each presenter must be present in the station 20 minutes before their programme schedule time and must remain in the station for 10 minutes after their programme ends.
- 4.2 Each presenter must, conform with Health & Safety regulations.
- 4.3 In accordance with licensing regulations each presenter must complete a Cue Sheet form identifying licensed works used in the programme.
- 4.4 If a presenter misses a programme slot, whether live or pre recorded, they may be placed on notice or have their broadcast slot rescinded.
- 4.5 If a presenter needs to 'skip' a show for a month (due to holiday or some other planned event), then they should advise their studio manager in the first instance, who will ensure that an archived show is replayed or an alternative solution found.
- 4.6 If a presenter wishes to prerecord their programme they must liaise with their studio manager to make appropriate arrangements for recording and editing. Pre recorded shows must be 'broadcast ready' 1 week before broadcast.
- 4.7 Whilst in the studio, presenters will follow the advice and guidelines provided by their studio manager. This may be to improve the quality of the audio work or to safeguard health and safety within the studio.
- 4.8 Presenters will be mindful of risk, physical or otherwise, whilst working in the studio or on the premises. Where appropriate presenters should draw the studio manager's attention to risks or issues that they perceive. Maintenance tasks can be recorded in the studio diary.
- 4.9 Presenters will provide information or materials concerning their programme when requested. The information may be required for website population, publicity or to support promoting FromeFM.

5.0 VOLUNTEERS DO'S AND DON'TS CHECK LIST

DO Think about why you do voluntary work.

DON'T Start your voluntary work until you know exactly what is expected of you.

DON'T Over commit yourself, Offer only as much time as you are able to give regularly.

DO Stretch yourself to give a little more than just your programme time.

DO Make an effort to understand the evolving nature of the project you have joined.

DON'T Carry out any task if it is against your wishes or principles. Discuss it with the person in charge.

DO Stick to any arrangements you have made. If you are going to be late, let someone know.

DO Most of all, enjoy the experience.