



CENTRAL HUNTER COMMUNITY BROADCASTERS INCORPORATED

Codes of Practice - Volunteering Policy

2CHR is a community radio station which relies on the efforts of volunteers to maintain its operations. 2CHR is manned entirely by volunteers.

Volunteers fulfil **all** roles required for the conduct of the radio broadcasts of 2CHR. These roles include management, technical assistance and radio programme presentation.

Volunteering takes many forms and can be performed by anyone with their own set of skills or with assistance / training by other volunteers.

2CHR undertakes to value the importance of volunteers to the radio station highly, and to place volunteers in a position and environment appropriate to their strengths, abilities and training.

Volunteering for 2CHR includes many roles such as:

- a) Presenter / Announcer
- b) Committee of Management
- c) Production / Script Writing
- d) Receptionist
- e) Office management
- f) Guest appointments / research
- g) Sponsor sales / representative
- h) Fundraising
- i) Maintaining Music Library
- j) Technical support
- k) Maintenance of premises

A volunteer at 2CHR has the right to work in a healthy and safe environment and to be engaged in accordance with equal opportunity and anti-discrimination legislation.

A volunteer is to be provided with sufficient training to adequately carry out assigned duties.

Responsibilities of 2CHR volunteers include reliable attendance and arrival on time for the allocated specified tasks assigned.

Volunteers need to respect the rights of people working at 2CHR and respect confidentiality.

2CHR expects volunteers to uphold and maintain the stations mission statement and be familiar with station policies and procedures.