



Sunraysia Community Radio Association Inc.

ABN: 19 305 406 312

MEMBERSHIP POLICY

Introduction

In accordance with the Community Broadcasting Codes of practice CODE 1:

Our Responsibilities in Broadcasting to Meet our Community Interest

1.4 We will have written policy documents in place that outline:

- a) the principles of financial membership,*
- b) the rights and responsibilities of financial members within the organisation, and*
- c) the rights and responsibilities of the organisation to financial members.*

A register of financial members will also be kept and made available to ACMA on request.

Sunraysia Community Radio Association Inc. (SCRA) relies largely on the efforts of our members, volunteers and subscribers to maintain operations. All financial members of SCRA are acknowledged as volunteers. All members are guided by the SCRA membership rules and regulations. The SCRA Rules (Constitution) provides a clear framework for policy and procedures relating to memberships.

Members choose the level of input to the organization they feel comfortable with and some may cross over to several areas or have multiple roles, including:

- Member or Office Bearer on General Committee
- On air presenter
- Fundraising committee
- Program team
- Voice over/ production
- Tech support
- Social media/ web support

Subscribers are listeners who have signed up as “Friends”. They are not members and hold no voting rights.

Many of the rights and responsibilities of members are also covered in the Volunteer Policy and Agreement and our Station Rules and Procedures.

Members come from a wide range of backgrounds and become members for diverse reasons, including:

- To contribute something of value to the community
- To develop professional skills
- To maintain existing skills
- To enjoy the social nature of the organization
- To facilitate personal growth



Sunraysia Community Radio Association Inc.

ABN: 19 305 406 312

We aim to offer all our members equal respect and opportunity, and to provide a safe, enjoyable and fulfilling environment that has the flexibility to allow our members to gain the benefits they wish from their membership.

In return, we expect our members to act responsibly, respectfully and in good faith towards our station at all times. We expect they will hold the interests of our station and its community in balance with their own in order to ensure positive outcomes for themselves, our station and the community we serve.

Purpose

The purpose of this policy is to provide a clear statement about the roles and responsibilities of financial members of the Sunraysia Community Radio Association Inc. It complies with the Codes of Practice and in accordance with CONSUMER AFFAIRS VICTORIA Associations Incorporation Act 2012 MODEL RULES for an INCOPORATED ASSOCIATION.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

Principles of financial membership.

Membership:

- Should benefit the community, the organization and the member.
- Is a matter of choice.
- Is a role that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- Is a legitimate way in which members of the community can participate in the organization
- Is a vehicle for individuals or groups to address human, environmental and social needs
- Does not replace paid workers nor constitute a threat to the job security of paid workers
- Respects the rights, dignity and culture of others
- Promotes human rights and equality

The rights of financial members

Financial Members have the right to:

- undertake suitable assignments with consideration for personal preference, temperament, abilities, education, training and employment
- Know as much about the organisation as possible, its policies, people and programs as per the rules of the Association
- Expect clear and open communication from management and staff at all times
- Advance notice (where possible) of changes which may affect their contribution to the organisation (such as programming changes)
- Undertake legitimate member activities without interruption or interference from management, staff or other members
- A place of work complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards.



Sunraysia Community Radio Association Inc.

ABN: 19 305 406 312

- Be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion
- Appropriate insurance cover such as 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
- Have services appropriately assessed and effectively recognised
- Have training provided that will enable participation at the station at a variety of levels

The responsibilities of financial members

Financial Members have the responsibility to:

- Have a professional attitude towards their voluntary work
- Be prompt, reliable and productive with regard to commitments and agreements made with SCRA
- Notify the appropriate person if unable to meet commitments
- Accept and abide by station rules and procedures.
- Understand and adhere to the Codes and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- Not represent SCRA publicly or commercially unless prior approval has been obtained
- Not bring into disrepute the operations, management, staff or other members of SCRA
- Treat technical equipment with due care and respect and to notify technical staff of faults and problems
- Undertake to complete a minimum of the basic level of training offered at the station if intending to work in any area of presenting or programming.
- Only use station resources and equipment in carrying out work for SCRA 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-members and work to ensure that SCRA is a safe work place for everyone.
- Contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory.
- Policies can be established or altered only by the Committee: Procedures may be altered by the Station Coordinator following committee approval.

Rights and responsibilities of SCRA towards financial members

SCRA has the right to:

- Expect members' cooperation in working to uphold and maintain the station's policies and procedures.
- Expect members to be familiar with the laws relating to broadcasting, station policies and procedures.
- Expect members to be prompt, reliable and productive with regard to commitments and agreements made with SCRA.
- Have the status of confidential information respected.
- Make a decision, in consultation with members, as to where members' services and skills would best be utilized.
- Make decisions which may affect members' work.
- Make programming decisions in accordance with programming policies and procedures.



Sunraysia Community Radio Association Inc.

ABN: 19 305 406 312

- Develop, implement and enforce rules, policies and procedures for all aspects of station operation.
- Develop and maintain all property and premises of the station.
- Provide members with feedback to enhance their programming and broadcasting development.
- Expect clear and open communication from members at all times.
- Suspend or dismiss members in accordance with station policies and procedures, the SCRA Rules and State and Federal legislation, depending on which applies.

SCRA has the responsibility to:

- Provide members with a work environment that embraces the principles of access and equity.
- Value the importance of the member's role within the organisation.
- Place members in an appropriate, suitable position and environment.
- Give members appropriate tasks in accordance with their strengths, abilities, training and experience.
- Provide members with training so they can expand expertise and abilities.
- Acknowledge members' contributions to the station and provide members with appropriate recognition and/or rewards.
- Ensure staff have the appropriate skills required to work with members.
- Provide adequate opportunities for formal and informal constructive feedback.
- Provide members with information regarding any activities or changes at the station that may affect members' work.
- Consult with members (where possible and practicable) on issues that may affect members' work.
- Ensure that all station democratic processes are adhered to and that members are consulted or represented in major decision-making processes.
- Ensure that members are aware of station democratic processes and are encouraged to participate in them.