



Sunraysia Community Radio Association Inc.

ABN: 19 305 406 312

VOLUNTEER MANAGEMENT POLICY

Introduction

Sunraysia Community Radio Association Inc (SCRA) relies heavily on the unpaid work of volunteers and values their contribution highly.

Purpose

In accordance with the Community Broadcasting Codes of practice CODE 2:

Principles of diversity and independence

2.3 We will have policy documents in place that outline:

- (a) The principles of volunteering*
- (b) The rights and responsibilities of volunteers within the organisation*
- (c) The rights and responsibilities of the organisation to volunteers, and*
- (d) The grounds and procedures for the dismissal of volunteers.*

This policy is intended to ensure that volunteers working at SCRA have work that is safe, significant, fulfilling, and appreciated.

Policy

All volunteers will be treated with respect and with gratitude for their contribution.

Volunteers will carry out agreed duties assigned by the management of SCRA.

Responsibilities

- The Station Volunteer Coordinator will be responsible for organizing the recruitment, training, and supervision of volunteers. The Volunteer Coordinator will report to the CEO.
- The Volunteer Coordinator will assign supervisors/mentors to volunteers and will monitor the work of the supervisor/mentor.
- The appointed supervisor/mentor will ensure that each volunteer is trained and capable of fulfilling their functions adequately.
- The CEO will report to the board regularly on the SCRA volunteer program.