

Volunteer Charter



Dundalk FM100 agrees to honour a Member's Rights

1. The right to be heard, and to have his/her views and opinions taken into consideration in framing policy or in determining operational procedures, rules and regulations.
2. Information regarding the Station's affairs, its management structures, policies, financial affairs.
3. Adequate grievance procedures as agreed with Board of Directors.
4. The right to seek a change in Volunteers role or function, provided only that it does not clash with Station or Community Radio objectives.
5. The opportunity to progress personal objectives, e.g. career training in communications or journalism, provided only that they do not clash with Station or Community Radio objectives.
6. Pre-agreed out of pocket expenses, where the Station's policies and resources so permit.
7. Provide appropriate training, information, support and supervision for the volunteer so that he/she can carry out their responsibilities effectively.
8. Provide a clear job description.
9. Provide feedback where necessary.
10. Respect the skills, dignity and individual needs of the volunteer and to accommodate these individual needs as best we can.
11. Be open and receptive to any comments or suggestions from the volunteers as to how we may better achieve our respective tasks.
12. Ensure that the volunteer is treated as an equal partner with the organisation's staff and is jointly responsible for the completion of our goals and the fulfilment of our community development work.
13. Acknowledge the valuable contribution of volunteers.

As a Member you agree that you:

1. Understand, and by your actions, support the aims and objectives of Community Radio.
2. Accept the authority of the Board of Directors or it's designate(s) in all matters affecting the Station, including management structure, programming policy, programme content and quality etc.
3. Accept the Station's right to establish rules and regulations.
4. Accept the Station's disciplinary procedures including the Station's right to discontinue an individual's voluntary service.
5. Honour the commitment made to fulfilling the agreed role or function within the Station, to the standards set by the Station.
6. Agree to participate in and contribute to internal evaluation processes.
7. Conform to the legal requirements of radio programming and broadcasting.
8. That in participating in this Community Radio Service accept that all programme material made using the Station's equipment and facilities remains the property of the Radio Station unless otherwise agreed in advance of any programme being prepared.
9. Maintain confidentiality with regard to those matters deemed by the Station to be so.

Volunteer Agreement

SECTION 1 – Broadcasting Privileges

I recognise that broadcasting is not a right but a privilege. I acknowledge that broadcasting privileges can be withdrawn or suspended for ANY occurrence of:

I understand and agree *(please tick box)*

1. Abuse, mistreatment, or inappropriate behaviour towards any member of staff or fellow volunteers regardless of location. []
2. Not adhering to the Station Programming Policy. []
3. Defacing or vandalism of any property or equipment belonging to Dundalk FM100. []
4. Broadcasting of any offensive material. []
5. Use of station facilities in an illegal or inappropriate manner. []
6. Using Station equipment to copy/burn CD's for personal use. The only CD's which may be copied are those which are used solely for programmes broadcast on Dundalk FM100. []
7. 'Borrowing' of station equipment, music or personal belongings (staff and volunteer) without the express permission of a member of staff or their owner. []
8. Downloading material/programmes/applications onto any computer in the studios or office without the express permission of a designated person. []

I also acknowledge that broadcasting privileges will be withdrawn or suspended for REPEATED breaches of the following

I understand and agree *(please tick box)*

- 1 Failing to give due notice for cancelling a show (less than 24 hours without valid reason). []
- 2 Repeated breach of programming commitments (either to fellow team members or in programme delivery). []
- 3 Failure to meet reasonable expectations with regard to programme quality. []
- 4 Not providing or keeping correct running orders. []
- 5 Using station computers for anything other than for programme preparation. []
- 6 Not cleaning up after using studio. []
- 7 Taking food or drink into studio. []
- 8 Running over scheduled time. []

9 Failing to turn up for a show with no warning.

[]

10. Not playing ads or other scheduled material.

[]

SECTION 2 - FUNDRAISING

As a not-for-profit licensed community radio station, no more than 50% of revenues can come from commercial activity. Fundraising for the station is a necessary way of ensuring that the station survives and also demonstrates that the station belongs to the wider community. It is important that all broadcasters contribute to the fundraising effort rather than it be left to a few to shoulder it all.

I hereby agree to assist in the following fundraising activities, where possible

Any Fundraising Event. []

Annual Dog Night/(Draws)

- Sell Programme advertising for the Station Dog Night. []
- Sell tickets for the Station Dog Night/(Draws). []
- Go Walking with ticket sellers for Station Dog Night/(Draws) - *they talk, you walk with/Drive.* []
- Arrange sponsorship of Prizes/Races. []

Awareness & Marketing

- Distribute Awareness & Publicity material throughout franchise area (putting posters up, leafleting, street distribution). []
- Website content management. []

Once off events

- Help set up and steward once off events (concerts etc). []

Membership Subscriptions

- Enrol community organisations as 'friends of Dundalk FM100' through selling membership subscriptions. []
- Enrol individual members and families in as 'friends of Dundalk FM100 ' through selling membership subscriptions. []

If you do not feel that any of the above is appropriate to your skills and you have an idea of how you can contribute please give details

SECTION 3 - MEMBERSHIP

Membership by volunteers is a pre-requisite for our licensing from the Broadcast Commission of Ireland. It also goes to offset insurance costs. In return members are entitled to the opportunity to broadcast, training & support, as well as membership of station sub-committees, & voting rights to the board.

Volunteer Membership categories

Individual	30 euros	[]
Community Groups	70 euros	[]

Membership is due each August and runs until 30 August of the following year.

In addition, all members of the community (businesses, community organisations and individuals can show their support for their local community radio station through becoming members for which they receive benefits.

SECTION 4 – HELPING RUN THE RADIO

Dundalk FM100 is a not-for-profit community radio owned and run by the community. There's a lots more to running a community radio station than programme making. There's a subcommittee for everything and these subcommittees work with the station manager to inform and decide on everything from scheduling to community networks, finance to station operations. Everybody has a chance to have their opinion heard and to participate.

Please choose areas of the station which you would like to support:
Please tick at least one category

- Fundraising *Planning & Logistics about raising money from non-directly commercial (advertising) activities to ensure the station survives.* []
- Training & Volunteer Support *Ensure effective training and mentoring for community groups, volunteers, staff, board members and sub-committee members.* []
- Programming & Technical Committee *Ensure a professional quality, inclusive programme schedule, capable of attracting a strong listener ship.* []
- Outside Broadcast Crew *Engage with listeners, communities, and groups to ensure listener ship, community/group contributions, and active volunteer broadcast, across the whole area.* []
- Promotion and Marketing *Assist with the promotion of the station though posters, leaflets etc.* []

SECTION 5 - CHECKLIST

Have you

- Completed Section 1 - Broadcasting Privileges []
- Completed Section 2 – Fundraising Commitments []
- Completed Section 3 – Membership []
- Completed Section 4 - Helping run the radio []
- Have you received and read a copy of the volunteer charter []
- Have you read and understood a copy of the Station handbook []

SECTION 6 - SIGNATURES

By signing the following, I fully acknowledge my responsibilities with regard to this volunteer contract and that my understanding and choices are indicated by my marks in the boxes throughout. By signing I also acknowledge that I have received, read, and understood a copy of the station handbook/policies and procedures, and will abide by all contained therein.

Volunteer

NAME(BLOCK CAPITALS) Signature Date

Manager

NAME(BLOCK CAPITALS) Signature Date

Dundalk FM accepts your services as a volunteer from _____.

This agreement may be dissolved at any time at the discretion of either parties but will end automatically on _____ unless renewed by both parties.