

# 5MBS VOLUNTEERS' AGREEMENT

THIS AGREEMENT is made between

Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel (day): \_\_\_\_\_ Tel (ah): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Membership No \_\_\_\_\_

the Volunteer

AND

Station Manager: \_\_\_\_\_

acting on behalf of and with the authority of the Board of Directors of the Music Broadcasting Society of SA Inc (MBSSA), which operates Radio Station 5MBS.

## **BOTH PARTIES AGREE:**

1. That the 5MBS Principles of Volunteering set out in the Attachment hereto form part of this Agreement.
2. That this agreement will operate from the latest date on which either party signs it, unless:
  - a) the Volunteer ceases to be a Volunteer; or
  - b) the Board of Directors, in its sole discretion, requires that a new agreement be entered into.

## **THE BOARD OF DIRECTORS AGREES AND UNDERTAKES AS FOLLOWS:**

3. We will provide training opportunities relevant to the Volunteer's duties as set out in the relevant Responsibility Statement(s).
4. We will use our best endeavours to ensure that Radio Station 5MBS is a safe and healthy work place, committed to the principles of equal opportunity.
5. We will provide all necessary equipment and facilities to enable the Volunteer to perform the duties set out in the relevant Responsibility Statement(s) and use our best endeavours to ensure that such equipment and facilities are in good working order.
6. We will ensure that up-to-date versions of all MBSSA policies, rules and related documents (including Responsibility Statements for volunteers) are readily available to all volunteers at the MBSSA premises.
7. We will provide opportunities for all Volunteers to be involved in the administration of MBSSA.
8. We will convene regular meetings of Volunteers with the purposes of:
  - a) keeping Volunteers informed of matters relevant to their duties, and
  - b) providing a forum for Volunteers to raise matters of concern.

## **THE VOLUNTEER AGREES AND CONFIRMS AS FOLLOWS:**

9. I have read and understood my responsibilities as a volunteer and MBSSA's responsibilities towards me.
10. I will comply with the relevant Responsibility Statement(s) (as issued by the Board of Directors from time to time) for the position(s) for which I have been trained.

11. I will comply with all policies, rules and related decisions promulgated by the Board of Directors on the conduct of MBSSA business processes, access to station premises, use of station equipment and property, strategic planning, risk management, Occupational Health & Safety and any other matter relevant to the operations of MBSSA.
12. I accept that MBSSA will take every care with recorded material or personal property brought into the station or left by me at the station but understand that MBSSA cannot accept any responsibility for loss or damage.
13. I will treat subscribers, callers to the station, other volunteers, guests of the station, staff and Management with consideration and respect.
14. I will not make adverse public comment on the operation of MBSSA or on any staff member or volunteer or equipment.
15. I will treat station information, equipment, facilities and property carefully and will report any equipment damage or failure to the Station Manager or other nominated officer as soon as possible.
16. I will use station equipment and facilities only for the purpose or purposes for which such equipment and facilities have been provided.
17. I will not remove station equipment or property (including Compact Discs and other recorded material) except in accordance with a written policy promulgated by the Board of Directors or in accordance with a specific decision of the Station Manager..
18. I will not make commercial representations on behalf of MBSSA, to any person or organisation without prior written authority from the Board of Directors.
19. I accept MBSSA grievance procedures, as set out in the 5MBS Principles of Volunteering that form part of this Agreement, as the appropriate avenue for conflict resolution.
20. I recognize the role of the Broadcast Standards Committee in relation to the standards and the quality of programs and presentation and, where relevant, agree to cooperate with that Committee in the performance of its duties.
21. I will use my best endeavours to attend meetings of Volunteers and to avail myself of relevant training opportunities provided by MBSSA.

**THE VOLUNTEER DECLARES THE FOLLOWING TO BE TRUE AND CORRECT:**

22. I do not currently have any disability or medical condition which might prevent or impede me from being able to satisfactorily perform any duties that might be required of me as a volunteer.
23. I will advise the Board of Directors if I have, at any time during the life of this agreement, any disability or medical condition which might prevent or impede me from being able to satisfactorily perform any duties that might be required of me as a volunteer.
24. I have not in the past 10 years been found guilty of any criminal offence that involved theft, fraud, damage to property, violence or sexual misconduct and am not currently facing any such criminal charge.
25. I will advise the Board of Directors in writing if I am, at any during the life of this agreement, charge with a criminal offence involving theft, fraud, damage to property, violence or sexual misconduct.

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Station Manager's Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT**

# **5MBS PRINCIPLES OF VOLUNTEERING**

### ***Definitions***

A volunteer of the Music Broadcasting Society of South Australia (MBSSA) is a person who:

- 1 Contributes to the operations of the MBSSA by working on a regular basis without salary in one or more defined duties as set out by the MBSSA from time and time.
- 2 Is approved by the Board of Directors or its nominee as being a bona-fide volunteer.
- 3 Is a current financial member of MBSSA and supports its objectives.
- 4 Will be placed in a position that does not replace a paid worker.
- 5 Offers their services out of personal choice.

### ***Principles***

MBSSA recognises the following points in the Universal Declaration on Volunteering as proclaimed by the International Association for Volunteer Effort (January 2001):

- 1 That people who volunteer do so out of personal choice.
- 2 That volunteer effort be encouraged to manifest itself in as many forms as possible, including mutual self-help groups and service groups.
- 3 That volunteer effort should be encouraged as an activity for all.
- 4 That volunteer effort be seen as a source of individual empowerment.
- 5 That volunteer effort be seen as a strong force for social and economic change, enabling citizens, regardless of cultural and ethnic origin, religion, age, gender and physical state, to participate fully in the democratic process determining their own lives and enhancing the lives of the clients they serve.
- 6 That volunteer effort can create new relationships amongst the community, government, business, and importantly, between clients of non-profit organisations and volunteers.
- 7 That volunteer effort is a powerful force for both volunteers and clients to participate in social, economic and cultural life.
- 8 That volunteer effort be seen to be effective and accountable, reflecting good practices in the management and development of volunteers.
- 9 That volunteer effort be seen as a partnership between volunteers and their clients, celebrating the differences between social and ethnic groups and between individuals, based on mutual trust, respect and honour.

### ***The Rights of MBS***

MBS has the right to:

- 1 Expect a volunteer worker to abide by MBSSA's objectives, policies and principles.
- 2 Expect equivalent effort and service from a volunteer worker as a paid one with regard to reliability, punctuality, honesty, performance and productivity.
- 3 Have confidentiality respected in relation to all information (financial or otherwise) about the operation of MBSSA.
- 4 Have confidentiality respected in relation to all information held by MBSSA that relates to members of MBSSA.
- 5 Make a decision in consultation with a volunteer as to where that volunteer would best be suited.
- 6 Establish consultation and feedback mechanisms for volunteers.
- 7 Expect clear and open communication from volunteers at all times.
- 8 Release a volunteer due to contravention of Society policy.
- 9 Expect a volunteer to behave with dignity and respect towards staff, other volunteers, visitors, telephone callers and all other persons they deal with in relation to their work as a volunteer at MBSSA.

## ***The Rights of Volunteers***

A volunteer has the right to:

- 1 Be treated with dignity and respect at all times.
- 2 Suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment.
- 3 Open access to the MBSSA's policies and programs.
- 4 Expect clear and open communication from management at all times.
- 5 Appropriate induction and training and provision of information about new developments.
- 6 Sound guidance and direction in the workplace.
- 7 A place of work complying with statutory requirements.
- 8 Public liability insurance cover.
- 9 Express a feeling of grievance against a fellow volunteer or with MBSSA management and have the right for that grievance to be addressed quickly and sensitively.
- 10 Receive written notification of release.
- 11 Participate in quality assurance programs.
- 12 Have services appropriately assessed and effectively recognised.
- 13 Be given a reference at the completion of the term of voluntary service, covering character and competence.

## ***Responsibilities of Volunteers***

Volunteer workers at MBSSA will:

- 1 Have a professional attitude towards voluntary work.
- 2 Be prompt, reliable and productive with regard to commitments and agreements made.
- 3 Be a faithful representative of MBSSA's objectives when representing MBSSA.
- 4 Notify the appropriate person if unable to meet a commitment.
- 5 Respect confidential information gained through service with MBSSA whether this relates to the financial or other operations of MBSSA, or to the members of MBSSA or to any other matter.
- 6 Undertake training to improve performance, if required by management.
- 7 Maintain current financial membership of MBSSA.
- 8 Advise the Station Manager in writing if they intend to cease involvement as a volunteer with MBSSA

## ***Grievances & Resolution of Conflict***

MBSSA prefers that where a volunteer is aggrieved they should inform the person who has caused, or is perceived to have caused, the grievance of their concerns and that the individuals involved resolve the concerns amicably. Parties to a dispute may enlist the assistance of another volunteer to provide support through the process. Internal Grievance Officers have been appointed to assist with this process if required by either party.

If this approach is unsuccessful, either party may refer the matter to the President of MBSSA (or another member of the Board of Directors if the President is involved). Both parties will be required to present orally and/or in writing their understanding of what the dispute is about and what has led to it. The Board of Directors will use modern conflict resolution techniques based on mediation to achieve an equitable outcome and to this end may appoint an independent person, acceptable to both parties, to act as mediator.

The parties will be consulted separately and then jointly engaged in discussions to work towards a solution that will satisfy each party.

If the Board of Directors has attempted to resolve the matter directly and either party is not satisfied with the decisions reached, a mutually acceptable mediator will be sought to assist in the matter.

If after following the above procedure either party is still not satisfied, the Board of Directors reserves the right to make a final decision on the matter, keeping in mind the best interests of MBSSA and volunteers.