

# MELBOURNE COMMUNITY TELEVISION CONSORTIUM LTD

(ACN 104 562 076)

## VOLUNTEER POLICY

(Last amended February 2004)

### 1. Preamble

Volunteers are a vital and integral part of Melbourne Community Television Consortium Ltd. (MCTC Ltd). The MCTC Ltd Volunteer Policy is a public statement that the Station has adopted to give those associated with the station a clear idea of their rights and responsibilities in relation to volunteer work.

NB: Volunteers are also given every opportunity to be able to contact any 'member group'. Each of these groups has in place their own volunteer policy, constitution etc.

### 2. Definition of a Volunteer

For the purposes of this policy, a volunteer is a person who contributes to the operation of MCTC Ltd by working without a salary, has signed the MCTC Ltd Confidentiality Agreement, and has been approved as a volunteer by the relevant Area Manager.

### 3. Volunteer roles – tasks assigned

Volunteers will be given duties by the relevant Area Managers to support the Front Office/Reception or Presentation/Ingest areas.

### 4. Volunteer Principles

MCTC Ltd recognises principles of the Universal Declaration of Volunteering as proclaimed by the International Association for Volunteer Effort (September 1990).

### 5. Rights and Responsibilities of a Volunteer at MCTC Ltd

#### **A Volunteer has the right to:**

- (a) be treated as a co-worker;
- (b) be given a suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment to the best endeavours of the area or department manager;
- (c) expect clear and open communication from management at all times;
- (d) appropriate orientation, introduction and provision of information;
- (e) be given information, where relevant, about the organization, its policies, people and programmes;
- (f) be heard and to make suggestions and be respected for any honest opinion;
- (g) have performance appropriately assessed and effectively recognized;
- (h) be given a statement at the completion of the term of voluntary service covering duties that had been carried out whilst that person had been a volunteer at MCTC Ltd;
- (i) attend and speak at Assembly Meetings where required;

#### **Responsibilities of a volunteer of MCTC Ltd.**

##### **A volunteer is expected to:**

- (a) maintain a professional attitude towards volunteer work;
- (b) follow all occupational health and safety standards and practices as set out in the induction session
- (c) abide by Rules of Association, policies, procedures and Codes of Practice of MCTC Ltd;
- (d) be prompt, reliable and productive with regard to commitments and agreements made with MCTC Ltd;
- (e) be a faithful representative of MCTC Ltd's Rules of Association and policies when representing the station;
- (f) notify the relevant supervisor if unable to meet commitments;
- (g) maintain confidentiality with respect to information gained through service;
- (h) respect the rights of broadcasters to communicate their information and points of view within the applicable laws and policies;
- (i) develop an understanding of the philosophies and structure of the station;
- (j) maintain a preparedness to attend relevant meetings and training workshops as required and to comply with the decisions of the station management;
- (k) achieve competence in skill levels, with a set time framework, as laid out in the volunteer guidelines, and determined by the various departments within MCTC Ltd.

## **6. Rights and Responsibilities of MCTC Ltd**

### ***MCTC Ltd has the right to:***

- (a) have the full cooperation from a volunteer to station objectives, policies and procedures;
- (b) have equivalent effort and service from a volunteer worker as a paid one with regard to reliability, punctuality, honesty and performance;
- (c) observe confidentiality with respect to all activities of MCTC Ltd. unless the specific authorisation in writing to make public any matter has been obtained the area/department manager;
- (d) decide in consultation with a volunteer as to where that volunteer would be best to work;

### ***MCTC Ltd has the responsibility to:***

- (a) value the importance of the role of the volunteer within the organisation;
- (b) ensure volunteers are aware of standard occupational health and safety procedures;
- (c) assign volunteers appropriate tasks in accordance with their abilities, strengths, training and experience in accordance with the need of the station;
- (d) acknowledge the contribution made by the volunteer;
- (e) train staff in coordinating and working with volunteers;
- (f) provide adequate and formal methods of giving positive and constructive feedback.

## **7. Suspension/Termination of Services of a Volunteer**

The Area Manager may advise - in writing - a volunteer that it intends to suspend or terminate that individual's volunteer status because of breaches to the law or of the policy of the station.

If the individual disputes such a decision, the individual may call for a meeting between the Area Manager, the individual and a representative of the MCTC Ltd Board of Management to discuss the suspension or termination of that individual's volunteer status. This meeting shall be held within two weeks of it being called, at a place and time determined by the Area Manager. However, should a solution not be reached the Grievance Procedure of this policy will apply, and until such determination in line with the Grievance Procedure is made, the volunteer status of the individual shall remain suspended or terminated.

Such procedures set out in clause (a) need not be followed if the Area Manager at his/her discretion feels that immediate suspension or termination should occur because of the seriousness of the breach. And if a termination does occur, the Area Manager shall advise in writing the circumstances and the reasons for the decision to the next Board of Management meeting.

Where the volunteer's status of an individual has been suspended or terminated by the Area Manager in accordance with clause (a) or (b) as above, that person shall not be permitted to participate in programming that is being broadcast live-to-air. Nor will they be entitled to enter or remain upon any premises leased or under control of MCTC Ltd. unless given the specific permission in writing to do so by the Station Manager.

## **8. Grievance Procedure**

A volunteer may invoke the Grievance Procedure (see the Melbourne Community Television Consortium Ltd constitution for Grievance Procedures).