



## VOLUNTEER PROPOSAL

2MCE-FM is a community radio station operated by Charles Sturt University in partnership with the regional community. It serves the social, cultural and educational interests of both the Community and its University through the provision of facilities, training and programs. 2MCE-FM is committed to the principles of Access, Diversity and Independence in its operation and the pursuit of excellence in broadcasting.

### 2MCE-FM MISSION STATEMENT

2MCE-FM communicates the views, needs, interests and aspirations of the communities it serves through its operation as a community radio broadcaster.

### AIMS OF 2MCE-FM

1. To provide access to training, production facilities and airtime for individuals and community groups within its service area and to students and staff of the University.
2. To encourage innovation and diversity in the form and content of its programming.
3. To provide a forum for the expression of views that enhance the diversity of choice available through local media.
4. To provide a balance of community, student and educational programming while ensuring minimum duplication of program content with that provided by other broadcast media in its service area.
5. To promote the University by providing a community radio service.
6. To provide production, presentation and transmission facilities equal to contemporary industry standards.
7. To achieve recognition as a centre of excellence in training and the provision of practical experience for those who wish to enter the broadcast industry.
8. To maximise its financial self sufficiency as a non profit community enterprise.
9. To ensure that ethical practices and procedures are followed in all aspects of the operation of 2MCE-FM.
10. To abide by the Community Broadcasting Codes of Practice, the Broadcasting Services Act, 1992 and other relevant legislation.

## Volunteer Proposal

<b>Contact Details</b>			
Name:			
Address:			
Phone:			
Email:			
Subscriber no:			
<b>What area/s are you most interested in?</b>			
<b>Event management</b>		<b>Music library</b>	
<b>Arts, culture</b>		<b>Producing and on-air support</b>	
<b>Graphic design</b>		<b>Copywriting</b>	
<b>Social media / marketing</b>		<b>Sound engineering</b>	
<b>Politics and local current affairs</b>		<b>Administration and office support</b>	
<b>Fundraising/sponsorship</b>		<b>Archiving</b>	
<b>Talking Newspaper reading (this is an on-air activity)</b>			
<b>What skills, education &amp; experience do you have?</b>			

**How did you hear about volunteering at 2MCE? What is your main motivation for wanting to join 2MCE as a volunteer**

**Tell us about yourself and what you can bring to 2MCE.**

**Have you previous experience off air; panel operation; content development; media law; community broadcasting codes of practice? This could either be at 2MCE or other radio stations.**

**Volunteer Agreement**

I understand that this proposal will be reviewed by the Station Manager and if approved, will be subject to an initial 3 month probationary period.

I agree to abide by all the rules and policies of 2MCE-FM as determined by the Community Broadcasting Board.

I have read and signed the 2MCE-FM Code of Conduct on the following pages.

**Signed**

Please note that 2MCE cannot guarantee that there will be activities that are appropriate to the skills you are offering.

Should you require further information on 2MCE's activities please contact the Station Manager Lisa McLean [lmclean@csu.edu.au](mailto:lmclean@csu.edu.au)



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At the operational level, 2MCE is a partnership between volunteers and Charles Sturt University staff. The station provides a professional workplace and training opportunities. Volunteers bring a professional attitude and a respect for reliability, punctuality, honesty, performance and productivity.

### 2MCE STATION WORKER'S CODE OF CONDUCT

2MCE station workers are required to comply with this Code of Conduct ("Code").

Charles Sturt University and 2MCE employees, station volunteers and Charles Sturt University students are considered "station workers" for the purpose of this code.

The code aims to clarify for all station workers the conduct expected in the performance of their duties.

The code cannot address all possible issues that may be faced in the course of employment and volunteering with 2MCE. The successful development of an ethical environment relies upon station workers having responsibility for their own professional behaviour, taking into consideration the provisions of the code, policies of the station and advice from Management of 2MCE.

### OPERATIONAL ISSUES

1. Station workers agree to be a current financial subscriber to 2MCE as a condition of being a program presenter or producer at the station. Financial subscriber status entitles station workers access to 2MCE studios and library.
2. Station workers agree to accept directions and decisions made by the Management of 2MCE on program content, including sponsorship announcements, presentation and technical quality, on-air conduct, access to station premises, use of station equipment and property, strategic planning, risk management, and Work Health & Safety.
3. Station workers agree to support station initiated promotional and fundraising events.
4. Station workers will comply with any reasonable changes in broadcast times as required by Management of 2MCE.
5. Station workers agree to the following guidelines for the presentation of a program:
  - 5.1 Be at the station premises, ready to present a program a minimum of 10 minutes before broadcast time;

- 5.2 Arrange for a replacement presenter approved by Management of 2MCE if required;
  - 5.3 Participate in station program initiatives as required;
  - 5.4 Observe program shift hand-over etiquette as advised by station management;
  - 5.5 Observe station program standards as set out by the Programming Sub-Committee.
- 6. Station workers will inform Management of 2MCE, within 48 hours, of any complaint concerning their program or any incidents that might lead to a complaint.
  - 7. Station workers acknowledge that material broadcast on 2MCE is the property of the station, and that such material may only be sold or broadcast to other outlets with the permission of Management of 2MCE. Station workers accept that if such material is sold on a commercial basis the proceeds will, in general, be shared 50/50 between the station and the program maker/s. Station workers accept that 2MCE retains the ownership and copyright of all works which it specifically commissions, such as station promotions, Ids, links, stings and sponsorship announcements. Station workers retain copyright of all other production work they create specifically for broadcast on their program.

#### **COMPLIANCE WITH APPLICABLE LAWS, LIABILITY & RESPONSIBILITIES**

- 8. Station workers agree to comply with all codes, regulations and legislation relevant to 2MCE and community broadcasting stations, and undertake to read and comply with any rules and regulations which are communicated by Management of 2MCE. This includes, but is not limited to, the Codes of Practice developed through the Community Broadcasting Association of Australia (<https://www.cbaa.org.au/resource/community-radio-broadcasting-codes-practice>).
- 9. Station workers involved with presenting or producing a program accept responsibility for the content of their program and agree to comply with media law requirements relating to defamation, contempt of court, copyright and anti-discrimination laws. Station workers will only use music for which 2MCE is licenced to broadcast. Station workers are responsible for the copyright requirements of replaying material downloaded from the internet.
- 10. Station workers recognise that 2MCE, Charles Sturt University and station workers may be liable for actions, suits, claims, losses and/or damages as a result of comments or conduct on air and will actively minimise any such risk to themselves, the station and the licence holder (being Charles Sturt University).
- 11. Station workers accept that Management of 2MCE will take every care with recorded material left at the station but cannot accept any responsibility for loss or damage.
- 12. Station workers will not make commercial representations on behalf of 2MCE or Charles Sturt University, to any person or organisation without prior authority from Management of 2MCE.

## **EXPECTED STANDARD OF BEHAVIOUR**

13. Station workers are expected to act in a professional manner at all times. This includes (but is not limited to) the following:
  - 13.1 Behave ethically and take action to prevent unethical behaviour;
  - 13.2 Perform official duties with professionalism, care, skill, fairness and diligence;
  - 13.3 Maintain currency of knowledge, skills and technical competencies;
  - 13.4 Treat others with courtesy, dignity and respect; communicate without bias; respect and accommodate the rights and differences of others' and ensure that one's own personal conduct contributes to a work and study environment free of discrimination and harassment;
  - 13.5 Take all reasonable care for the health, safety and wellbeing of others, and report hazards, incidents, accidents and risk of harm or injury to Management of 2MCE;
  - 13.6 Act in the best interests of 2MCE and Charles Sturt University and refrain from activities that could bring 2MCE and/or Charles Sturt University into disrepute; and
  - 13.7 Not comment publically on behalf of 2MCE, nor make negative comment publically on the operation of 2MCE, its sponsors, or Charles Sturt University or of any other station worker.

## **CONFIDENTIALITY AND PRIVACY**

14. Station workers are entitled to confidentiality and privacy with respect to information that is personal to them.
15. Station workers are expected to maintain the confidentiality, integrity and security of information to which they have access as a result of their volunteering or employment at 2MCE within Charles Sturt University.
16. Station workers must not use information to which they have access as a result of their volunteering or employment at 2MCE to gain or seek to gain personal benefit for themselves or others.
17. Station workers may only release information that they are authorised by Management of 2MCE and/or Charles Sturt University to release.

## **USE OF 2MCE/ CHARLES STURT UNIVERSITY RESOURCES**

18. Station workers are expected to maintain, protect, properly use and care for the Station and Charles Sturt University's resources, including property, facilities, equipment, information systems, and funds. Fraud or theft by a station worker may result in suspension, and where appropriate, legal action will be taken.
19. Station workers will use station equipment and facilities for the production and preparation of program content and for no other purpose without the prior consent of Management of 2MCE. Station workers will not remove station equipment or property without prior authority from the Management of 2MCE.

**CONFLICT OF INTEREST AND GIFTS**

- 20. Station workers are expected to take reasonable steps to avoid actual, potential or perceived conflicts of interests between their private interests and the interests of 2MCE and Charles Sturt University.
- 21. Station workers must not give, solicit or receive gifts or benefits that might, or might be perceived to, in any way compromise or influence them in the performance of their duties. Gifts of nominal value generally used for promotion purposes by the donor or moderate acts of hospitality may be accepted.
- 22. In the public interest, station workers must report any breaches of this code or any suspected corrupt conduct to Management of 2MCE. 2MCE and Charles Sturt University will endeavour to protect station workers who, in good faith, report such breaches (and such disclosures will not be treated as a breach of this code).
- 23. Station workers agree that a breach of this code may result in the suspension of a presenter’s broadcast rights and may, in some situations, lead to the termination of broadcast rights. Station workers acknowledge 2MCE’s grievance procedures as the appropriate avenue for conflict resolution.

**STATION WORKER’S AGREEMENT**

<b>Station Worker’s Name</b>	
<b>Program Name/s</b>	
<b>Postal Address</b>	
<b>Phone:</b>	
<b>Email:</b>	

I have read, understand and accept my responsibilities as a station worker, and 2MCE’s responsibilities towards me, as outlined in the Station Worker’s Code of Conduct.

<b>Station Worker’s Signature</b>	
<b>Date</b>	
<b>Station Manager</b>	
<b>Signature</b>	
<b>Date</b>	