

## **P007 - Coastal FM – Rights and Responsibilities of Volunteers Policy**

**NOTE : If in any circumstance the following policy which has been adopted by the Board of Governance of Coastal FM Incorporated conflicts in any way with the Constitution and Rules of Coastal FM Incorporated the Constitution and Rules referred to takes precedence.**

**NOTE : Coastal FM Incorporated operates the FM Radio Station known as Coast FM, which has its main Studios at 2 Inglis Street, Wynyard. Any reference to Coastal FM Incorporated or Coast FM or vice versa therefore is a reference to either of those two entities.**

### **Background**

Coast FM is a community radio station, which relies largely on the efforts of volunteers to maintain its operations. Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

- to contribute something to the community
- to develop professional skills
- to maintain existing skills
- to enjoy the social nature of the organisation
- to facilitate personal growth

Coast FM aims to treat all of its volunteers equally with respect and trust and to provide a workplace which is safe, enjoyable and fulfilling. It will endeavour to provide a working environment which is flexible in order to allow its volunteers to gain the benefits they wish from volunteering.

Conversely, Coast FM expects its volunteers to act professionally and in good faith towards the station at all times and that they hold the interests of the station and its community in equal regard to their own, thus ensuring positive outcomes for themselves, the station and the community we serve.

### **Purpose**

This document sets out Coast FM Policy on the responsible management of the Volunteer Program. The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

### **Principles of Volunteering**

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.

- Volunteering is an activity that is unpaid by Coastal FM Incorporated but a volunteer may receive a Government allowance for undertaking volunteer activities.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not for profit sector only.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

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Responsible person	Brian Shearston	Scheduled review date	14 <sup>th</sup> December 2024