

# Coast Community Broadcasters Inc.

Trading as



## VOLUNTEER MANAGEMENT POLICY

Policy number	5	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

### INTRODUCTION

Coast Community Broadcasters Inc. (todayscountry94one) relies heavily on the unpaid work of volunteers and values their contribution highly.

### PURPOSE

This policy is intended to ensure that volunteers working at todayscountry94one have work that is safe, significant, fulfilling, and appreciated.

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## VOLUNTEER MANAGEMENT PROCEDURES

Procedures number	5	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

### RESPONSIBILITIES

It is the responsibility of the Board of management of todayscountry94one to organise the recruitment, training, and supervision of volunteers.

### PROCEDURES

#### Recruitment

All volunteers are subject to the current todayscountry94one rules, policies and procedures. Membership of the association is approved by the Board of Management upon receipt of the applicable relevant membership fee and application form.

#### Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

#### Supervision

All volunteers shall, when necessary, receive appropriate supervision in the exercise of their functions.

#### Dispute Resolution

All volunteers shall be entitled to make a complaint and / or appeal in accordance with the complaint handling procedures set out in todayscountry94one rules.

### AUTHORISATION

Secretary

January 15 2020

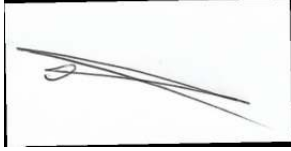
**todayscountry94one**

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**todayscountry94one**



Colin Links

Chairman

January 15 2020

**todayscountry94one**

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## VOLUNTEER INDUCTION POLICY

Policy number	6	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	Apr 2021

### INTRODUCTION

Coast Community Broadcasters Inc. (todayscountry94one) is committed to inducting all new volunteers into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

The induction program will enable new volunteers to learn about the organisation, its culture and the requirements of their role.

### PURPOSE

The purpose of this document is to ensure that new volunteers have a smooth transition into the organisation and their roles.

### POLICY

This Policy applies to Board members responsible for conducting Inductions within todayscountry94one.

All volunteers will be inducted into todayscountry94one in a manner as described in the procedures that accompany this policy document.

### AUTHORISATION

Secretary

January 15 2020

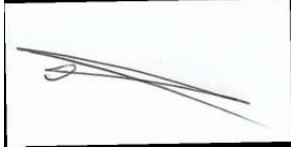
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Colin Links

Chairman

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## VOLUNTEER INDUCTION PROCEDURES

Policy number	6	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
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### RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- all new volunteers participate in an induction program.

It is the responsibility of the Board to ensure that:

- An induction kit (electronic or hard copy) is developed, containing relevant documents, including information about today'scountry94one policies;
- The induction kit is kept up to date with relevant information;
- The quality of the induction process is maintained.

### PROCEDURES

The Board must ensure all new volunteers participate in the induction program.

All new volunteers should be provided with all necessary information, such as Workplace Health & Safety requirements, duties to be undertaken, physical layout of the site, policies and procedures, rules etc. This will ensure that volunteers can work safely and represent the organisation effectively.

The Board of management may assign a "mentor" who will help induct the new volunteer. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff, be involved in giving feedback, etc.

The Board member or "mentor" is responsible for following up the volunteer's induction as indicated on the Induction Checklist.

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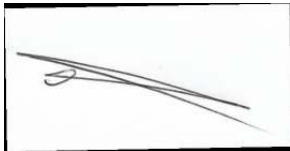
## AUTHORISATION



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Colin Links

Chairman

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## WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- Tea room/ Kitchen
- Office and studio
- First aid facilities
- Noticeboards

## MENTOR

Assign a person to act as mentor.

Name of Mentor: \_\_\_\_\_

## CONFIRMATION OF COMPLETED INDUCTION

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

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

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

Mentor/Board Member Name \_\_\_\_\_

Mentor/Board Member Signature: \_\_\_\_\_

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