



## VOLUNTEER MANAGEMENT POLICY

Policy number	06	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

### INTRODUCTION

8CCC Community Radio Inc (8CCC) relies heavily on the unpaid work of volunteers and values their contribution highly.

### PURPOSE

This policy is intended to ensure that volunteers working at 8CCC have work that is safe, significant, fulfilling, and appreciated.

### POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall be engaged at the discretion of the Board of management in accordance with the rules of the association.

Volunteers shall carry out duties assigned by the Board of management of 8CCC or one of its Board members.

All volunteers shall, as far as possible,

- be protected from harm; and
- be relieved of liability for acts performed in the discharge of their volunteer functions.

### AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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## VOLUNTEER MANAGEMENT PROCEDURES

Procedures number	06-1	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

### RESPONSIBILITIES

It is the responsibility of the Board of Management of 8CCC to organise the recruitment, training, and supervision of volunteers.

### PROCEDURES

#### Recruitment

All volunteers are subject to the current 8CCC rules, policies and procedures. Membership of the association is approved by the Board upon receipt of the applicable relevant membership fee.

#### 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 8CCC's rules.

### AUTHORISATION

Laurencia Grant Secretary	Edan Baxter President
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