

Curtin FM 100.1 Volunteer Policy

Curtin FM relies on its volunteers in on and off air roles to enable it to operate 24/7. Volunteers must become familiar with the [Community Broadcasting Codes of Practice](#), the University's [Code of Conduct](#) and the Station manual. Important information is also provided in training.

Volunteer roles include:

- On-air presenter
- Producer
- Researcher
- Administrative support

Curtin FM recruits volunteers via on-air announcements or the website. Volunteers receive training.

Responsibilities

All Curtin FM volunteers are considered University Associates, which ensures appropriate levels of insurance, a safe workplace and that they have the same rights and responsibilities as a paid Curtin FM/University staff member.

As part of Curtin University, Curtin FM 100.1 upholds values of the University:

- Integrity: to act ethically, honestly and with fairness
- Respect: to listen, value and acknowledge
- Courage: to lead, take responsibility and take action
- Excellence; To strive for excellence in all that we do
- Impact: to empower, enable and inspire

Volunteers must adhere to the University's Code of Conduct which supports the Stations/University's values, and can expect the same level of behaviour from staff, other volunteers and the University. The [Code of Conduct](#) provides clarity and guidance about ethical behaviour including:

- Intellectual Freedom
- Personal and Professional Behaviour
- Conflicts of Interest/Gifts, Benefits and Hospitality
- Communication and Use of University Information
- Recordkeeping
- Fraudulent, Corrupt and Criminal Behaviour
- Use of University Resources

Volunteers are provided with a copy of the Code of Conduct and must complete online courses to ensure ongoing compliance with this and other University policies.

All volunteers become University Associates for an initial period of one year.

Engagement with volunteers

Curtin FM encourages all feedback. The Station has a Volunteer Coordinator who coordinates volunteers' rosters and is a conduit for feedback, both positive and negative. Station management also meets regularly with all volunteers to provide information and receive feedback.

Curtin FM has a volunteer representative on the Curtin FM Advisory Board (a two-year appointment). The Station distributes confidential feedback surveys and provides results to the Board and volunteers.

The Station holds functions to recognise the efforts and support of volunteers.

This policy has been developed in accordance with the Community Radio Broadcasting Codes of Practice.

Last updated July 2020