



Bolton FM Volunteer Agreement

1. Volunteers who provide their services in a voluntary capacity undertake to:

- 1.1. Ensure that Bolton FM remains true to the community of Bolton and focus on the needs of our listeners, the Bolton community and our colleagues.
- 1.2. Ensure that all activities carried out within Bolton FM are without thought for personal or commercial gain.
- 1.3. Subscribe to the codes of practice contained in The Bolton FM Charter.
- 1.4. Comply with all codes, regulations and legislation relevant to Bolton FM and community broadcast stations, and undertake to read and comply with any notices, rules and regulations which are communicated by Bolton FM in writing.
- 1.5. Be aware of current broadcasting legislation (and adhere to these and to the Bolton FM presenter guidelines) before carrying out a broadcast role. In addition, ensure that all broadcast material remains within station rules, Ofcom broadcasting guidelines and other relevant legislation.
- 1.6. Carry out all tasks in a manner that follows the current Bolton FM Policy Statements.
- 1.7. Carry out all reasonable instructions of the Manager or other senior officers of Bolton FM.
- 1.8. Be familiar with the set up and procedures relating to broadcast equipment before operating any such equipment. Policies and procedures relating to the use of broadcast equipment must be followed precisely.
- 1.9. Treat Bolton FM (and its partners) equipment, facilities and property carefully. Use station equipment and facilities for the production and preparation of Bolton FM products and for no other purpose without the prior consent of the Manager. Volunteers will not remove station equipment or property on any occasion without first having obtained permission from the Manager.
- 1.10. Agree that the copyright in all work produced using facilities provided by Bolton FM or its community partners rests with Bolton FM. Such work may not be reproduced or broadcast other than via Bolton FM without the prior permission of Bolton FM, which will not be unreasonably withheld.
- 1.11. Ensure that copyright material is not broadcast without the permission of the relevant rights holder. In the case of material written or produced other than by the volunteer (with the exception of music tracks publicly-released for legal CD or download) clarification should be sought from the Manager on each occasion.

- 1.12. Provide their services at the agreed date and time, or notify the manager sufficiently in advance for other arrangements to be made. Have adequate time to carry out the agreed roles allocated and attend relevant meetings.
- 1.13. Perform their duties to the best of their ability at all times.
- 1.14. Conduct themselves and their work in a professional, safe and orderly manner.
- 1.15. Encourage and stimulate others both within and outside the organisation to similarly contribute to our work.
- 1.16. Attend the Bolton FM Induction Training and other training specified for the task(s) that they are to perform.
- 1.17. Treat other volunteers, staff and members of the wider community with dignity, respect and courtesy.
- 1.18. Immediately bring to the attention of the Manager any difficulties, faults or safety issues.
- 1.19. Respect confidential information gained through working at Bolton FM.
- 1.20. Pass any media enquiries relating to the business or activities of Bolton FM to the Manager. Members should not, without the prior consent of the Manager (other than as necessary in the ordinary course of their agreed duties) directly or indirectly publish any opinion, fact or material or communication with any third party relating to the business affairs of Bolton FM or relating to any of its officers, employees or volunteers.
- 1.21. Not accept gifts, presents, any material, exceptional hospitality or event invitations for personal gain. Likewise such items should not be received as acceptance of a "payment" for a sponsorship statement or broadcast credit. Where it is possible to accept such items in the form of a donation to Bolton FM (for example, for listener competition prizes) or to enable the work of Bolton FM to be enhanced through review of or participation in events (such as attendance at events, theatre productions or film premiers) the provider should always be thanked and the item be recorded in a register of such items. If a volunteer has any doubt over the acceptance of an item they should seek clarification from the Manager.
- 1.22. You must notify the Manager of any personal interests that could conflict with your voluntary work with Bolton FM.
- 1.23. Pass any listener complaints to the Manager immediately without becoming further involved individually.
- 1.24. Accept that Bolton FM will take every care with recorded material left at Bolton FM but cannot accept any responsibility for loss or damage.
- 1.25. Members may resign from their volunteer service. It is requested that volunteers who intend to resign provide advanced notice of their departure and a reason for the decision.
- 1.26. Acknowledge Bolton FM's complaints procedures as the appropriate avenue for conflict resolution.

2. In return, Bolton FM will:

- 2.1. Provide a safe and comfortable environment in which to undertake the tasks.
- 2.2. Treat volunteers as individuals and recognise their requirements to basic sickness, compassionate and holiday leave.
- 2.3. Provide "Role Descriptions" setting out the role descriptions of volunteer positions within Bolton FM.
- 2.4. Establish "standards of performance" for each volunteer position.
- 2.5. Provide evaluation feedback and advice on, and constructive criticism of, the work provided by the volunteer.
- 2.6. Provide free of charge, facilities for the preparation and broadcast of radio programming.
- 2.7. Conduct an introductory interview before appropriate role allocation and training is recommended.
- 2.8. Provide free of charge, to the volunteer, an induction programme.
- 2.9. Provide free of charge, suitable training for the task(s) that volunteers are to perform.
- 2.10. Work with partner organisations to make available accredited training courses.
- 2.11. Hold appropriate levels of Employer's and Public Liability Insurance.
- 2.12. Provide regular and timely communication about events, changes in policy and procedure, training opportunities and general Bolton FM news.
- 2.13. Reimburse exceptional items of out of pocket expenses where these costs have been incurred as the result of a request, instruction or direction from the Manager or Management Board Member of Bolton FM. The eligibility and extent of reimbursable costs must strictly be agreed with the Manager prior to them being incurred and substantiated with an approved expense claim and copies of receipts.
- 2.14. Give advice, encouragement and support of further career development.
- 2.15. Have confidential information respected by members of the Management Board.
- 2.16. Provide, whenever possible and practical, work experience opportunities.
- 2.17. Operate management, programming and employment practices which oppose discrimination and which are open and accountable to all supporters, staff and volunteers.
- 2.18. Provide full and open access to all Bolton FM Policy Documents. Provide all members with timely information on the details of changes to Bolton FM Policy documentation.
- 2.19. Provide a right of appeal in the event of any dispute over the interpretation of this agreement through the published Grievance procedures