



## ACTIVE VOLUNTEER/ PRESENTER AGREEMENT

**Please Note:** Only sign this document if you wish to be legally bound by its contents. If you decide not to sign this document you will not be allowed to participate in some activities conducted by South East Community Access Radio Inc. (5GTR-FM) which includes the On-Air Presentation of programmes and access to some facilities with the organisation.

1. I acknowledge that I am a volunteer member of South East Community Access Radio Inc. and that any activities I am involved in are as a volunteer unless a separate contract is drawn up to state otherwise.
2. I agree to abide by the Broadcasting Programme Standards as set out by the Australian Communications and Media Authority (ACMA). (These are available to view see Management for more details)
3. I agree to abide by the Codes of Practice as set down by the Community Broadcasting Association of Australia (CBA). (These are available to view see Management for more details)
4. I acknowledge that I am solely responsible for any transgression of the standards above in relation to :-
  - a. Unauthorised Advertising
  - b. Blasphemy
  - c. Obscenity
  - d. Infringement of Copyright
  - e. Defamation
  - f. Incitement to Riot
  - g. Racial Vilification
5. I acknowledge that I will be involved in the operation of equipment with the station and I shall only use the equipment for its intended use and will care for all equipment within the station.
6. I acknowledge that the Board of Management of South East Community Access Radio Inc. may at any time take legal action to recover any costs that may be incurred as a result of any broadcast made by me as presenter.
7. I acknowledge that the Board of Management of South East Community Access Radio Inc has the right to take disciplinary actions against me if I transgress the rules of the Organisation or the Standards of Broadcasting.

Initial: \_\_\_\_\_

8. I agree to abide by any decisions of the Board of Management of South East Community Access Radio Inc. according to its powers as defined in the Constitution or under state law.
9. I acknowledge that I have read the Code of Conduct of South East Community Access Radio Inc. and agree to its Rules and Regulations.
10. I acknowledge that I have read the Station By-Laws and agree to abide by them, and accept full responsibility if I breach any of the By-Laws.
11. I acknowledge that the Board of Management of South East Community Access Radio Inc. has the right to amend the Code of Conduct and the Rules and Regulations of the Organisation.
12. I acknowledge that the elected Board of Management has responsibilities in ensuring the survival of the organisation and I give my full support to my role and responsibility with the organisation as a member.
13. As a presenter I will be fully focused on the programmes preparation and presentation, and will play all material that is contracted by the Management that falls with any programme I present. This includes :-
  - a. Sponsorship Announcements
  - b. Community Service Announcements
  - c. Commencing and completing programme at the scheduled time (includes breakfast and last program for the evening)
  - d. News (**must be played on time**)
  - e. Weather information
  - f. Minimum 30% Australian Music Content (some exclusions apply, please see Management)
  - g. Scheduled interviews
  - h. Outside Broadcasts
14. I acknowledge that I will be at the station a minimum of 20 (twenty) minutes prior to the beginning of my scheduled programme and will let the preceding announcer know that I have arrived. If I am not able to be at the studio by the required time I shall call the station and advise the announcer.
15. I shall give prior notice of absence from any scheduled programme. I will try and find a replacement for my scheduled programme or advice for a backup program to be aired.
16. I agree to put any grievance I may have in writing and direct it to the Board of Management for resolution. I will firstly talk to the person privately to try and resolve the situation. The request to Management will be a final resolution only.

Initial: \_\_\_\_\_

17. I agree to be respectful, well presented/groomed and courteous whenever I am representing the organisation both within the station and externally.
18. I acknowledge that this is a community organisation and that it can only continue with the assistance of volunteers. I will support the station and its activities in whatever way I am able with the time I have available.
19. Any incidents noticed by me will be reported to Management via the correct Incident Report Form found in the On-Air Studio.
20. I understand that if I wish to present a program, I will complete the application form, pay the required presenter fees, and fulfil my Additional Volunteer Hours as required each quarter.
21. I agree that any use of my voice on sponsorship announcements, promotions etc. is able to be used as required by 5GTR-FM.
22. I will make myself familiar with stations Procedures for operations (many of these are enclosed in the Presenters Folder located in the On-Air Studio). This includes :-
- a. Opening and closing of the station premises
  - b. Operation of equipment and equipment failure
  - c. The music library and station facilities
  - d. Operation of the telephone system
  - e. Power failure procedures
  - f. Evacuation procedures
  - g. The Constitution

Members Declaration :-

I \_\_\_\_\_ fully understand the points listed above, and understand that any breaches of any rules and regulations of South East Community Access Radio Inc. will be dealt with by the Board of Management a strike system as in the Station By-Laws.

Signed :- \_\_\_\_\_

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

Signed for on behalf of the SECAR Board of Management by :- \_\_\_\_\_

Signed :- \_\_\_\_\_ Date :- \_\_\_\_\_