# **Operating Policy 3 – Volunteers**

1. Purpose

* 1. To identify the rights and responsibilities of volunteers within CFMU.

2. Recruitment and Selection

* 1. Volunteers will be recruited for all aspects of the operation of CFMU and will be categorized as follows:
		1. Volunteers, recruited by and responsible to the individual director/coordinator (i.e. news, music, sports);
		2. Production volunteers, recruited by and responsible to the Program Director;
		3. Promotions volunteers, recruited by and responsible to the Promotions Coordinator;
		4. Fundraising volunteers, recruited by and responsible to the Administrative Director:
		5. Volunteers will be recruited from within the McMaster University campus community and the surrounding Hamilton community;
		6. On-air volunteers will be selected by the Programming committee, based on submissions received for program ideas;
		7. Volunteers may participate in any and all of the volunteer categories, as described in 2.1.1 of this section.

3. Training

* 1. All on-air and production volunteers must complete a series of comprehensive training workshops before commencing on-air or production work. The workshops will be held frequently during the program schedule renewal periods each year and will include the following topics:
		1. CRTC regulations;
		2. CFMU Promise of Performance guidelines;
		3. Programming policies and guidelines;
		4. Production techniques;
		5. Station policies and procedures;
		6. Volunteer rights and responsibilities;
		7. Emergency procedures.

4. Volunteer Agreement

* 1. Every CFMU volunteer must: read, understand, and sign a CFMU Volunteer Agreement, which outlines the station’s rules and regulations by which volunteers must abide; and pay a volunteer membership fee annually.

5. Volunteer Discipline

* 1. Any volunteers who contravenes station policy, CRTC policy or the laws of the land while performing the functions of a CFMU volunteer will be subject to discipline, as follows:
		1. Verbal Warning:
			1. A volunteer will receive a verbal warning after his/her first offense of a relatively minor infraction. The date and reason for the verbal warning will be recorded on the volunteer’s file.
		2. Written Warning:
			1. A volunteer will receive a written warning after his/her second offense of a relatively minor infraction (providing stage 5.1.1.1 is complete), or after the first offense of a more serious infraction;
			2. The written warning should be dated and should clearly outline both the reasons for the written warning and the disciplinary process for the next infraction;
			3. The letter may also include terms and conditions which must be met to continue volunteer participation, if the warning is for incompetence or lack of performance;
			4. A temporary suspension of an on-air program may also be imposed;
			5. The letter must be hand delivered to the volunteer or sent by registered mail. A copy of the letter will be kept in the volunteer’s file.
		3. Removal of Volunteer Privileges:
			1. A volunteer will loose all volunteer privileges once the provisions in stages 5.1.1 and 5.1.2 have been exhausted or after an offense of a very serious nature;
			2. A dated, written notification, outlining the reasons for discipline must be hand-delivered to the volunteer or sent by registered mail.
	2. Appeals
		1. Appeals of any disciplinary action may be made to the originating CFMU committee or to the Board of Directors.
	3. Administration
		1. Volunteer discipline will be administered as follows:
			1. By the Programming Committee for on-air infractions;
			2. By the Station Management (Administrative Director and Program Director) for general offenses.