

## Operating Policy 3 – Volunteers

### 1. Purpose

- 1.1 To identify the rights and responsibilities of volunteers within CFMU.

### 2. Recruitment and Selection

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

### 3. Training

- 3.1 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:
  - 3.1.1 CRTC regulations;
  - 3.1.2 CFMU Promise of Performance guidelines;
  - 3.1.3 Programming policies and guidelines;
  - 3.1.4 Production techniques;
  - 3.1.5 Station policies and procedures;
  - 3.1.6 Volunteer rights and responsibilities;
  - 3.1.7 Emergency procedures.

## 4. Volunteer Agreement

- 4.1 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

- 5.1 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:

### 5.1.1 Verbal Warning:

- 5.1.1.1 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.

### 5.1.2 Written Warning:

- 5.1.2.1 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;

- 5.1.2.2 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;

- 5.1.2.3 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;

- 5.1.2.4 A temporary suspension of an on-air program may also be imposed;

- 5.1.2.5 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.

### 5.1.3 Removal of Volunteer Privileges:

- 5.1.3.1 A volunteer will lose 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;

- 5.1.3.2 A dated, written notification, outlining the reasons for discipline must be hand-delivered to the volunteer or sent by registered mail.

## 5.2 Appeals

- 5.2.1 Appeals of any disciplinary action may be made to the originating CFMU committee or to the Board of Directors.

## 5.3 Administration

- 5.3.1 Volunteer discipline will be administered as follows:

- 5.3.1.1 By the Programming Committee for on-air infractions;

5.3.1.2 By the Station Management (Administrative Director and Program Director) for general offenses.