

KCR Policy: Volunteer Rights and Responsibilities

1.0 INTRODUCTION

A concerted effort will be made at KCR to reflect high levels of value toward and expectation upon volunteers, by promoting training and policy development that address the various needs and concerns specific to volunteerism.

The concept of “I am just a volunteer” has no place at Kootenay Coop Radio. Volunteers should feel empowered to work in whatever capacity they feel most rewarded, and should commit to responsibilities that they feel will satisfy their needs. Further, they are encouraged to take leading roles in problem solving should situations arise at KCR that are uncooperative or that adversely impact the well-being of volunteers, staff, KCR members or the listening community.

Volunteers at the station are valued for their commitment, dedication, and integrity, and are entitled to standards of treatment and respect equaling those granted to paid staff. Likewise, they are responsible for maintaining the same standards of behavior and accountability that are expected of paid staff.

Kootenay Coop Radio is a volunteer-driven organization. There are employees to support the programming and operations of the station. The lion's share of work and enjoyment is the collective purview of the volunteers.

The rights and associated responsibilities granted to volunteers within the organization are outlined in this document.

1.1 Definitions

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| Volunteer | An individual currently giving her or his time to the Co-operative free of monetary or other material compensation. |
| Member | An individual who is a current paid-up member of Kootenay Cooperative Radio. |

1.2 Related Policies and Procedures

None at this time.

2.0 MEMBERSHIP REQUIREMENTS OF VOLUNTEERS

All volunteers who intend to receive training through Kootenay Coop Radio, or have access to any equipment (including computers) or resources of the station, must be members of the Co-op.

Volunteers who help out at events, with office work, or with tasks that do not require radio or equipment-related training, are not required to be members of the Co-op. Due to the multitude of benefits associated with membership, however, it is highly recommended that all volunteers become members. For example, only members of the Co-op can officially participate in consensus decision-making at any meetings of the Co-op.

3.0 VOLUNTEER RIGHTS

A Volunteer at KCR has the right to the following:

1. The right to be treated like and respected as a co-worker, which includes all treatment outlined under the Employment Standards Act with respect to harassment.
2. The right to a suitable volunteer placement within the Co-op, with consideration for personal preference, and demonstrated skills and abilities.
3. The right to inform himself or herself thoroughly in all aspects of the Co-op. Where a volunteer is a non-member, this right is limited because it excludes information restricted to members.
4. The right to appropriate training to be able to carry out volunteer duties effectively.
5. The right to access a mentor for advice concerning volunteer duties.
6. The right to make a complaint to the Programming Coordinator, Volunteer Coordinator, or a station Manager, if he or she feels that any of the above rights have been or are being violated.
7. The right to access the station's grievance, conflict resolution, and appeals policies.
8. The right to raise concerns with the Board of Directors of KCR through avenues for communication that shall be made clear and accessible.

4.0 VOLUNTEER RESPONSIBILITIES

A Volunteer at KCR has the responsibility to the following:

1. To offer to the Co-op only that which he or she is willing to and capable of providing. It is the Volunteer's responsibility to live up to his or her commitments.
2. To make an informed decision about how he or she wants to volunteer for the Coop.
3. To be proactive in her/his education about the station and the Co-op. To ask for information and perhaps additional training which will allow her or him to do his or her job well.
4. To inform herself or himself of the Seven Principles of Cooperatives, and to embrace them in any applicable capacity as a volunteer.
5. To inform himself or herself of the benefits of Community radio.
6. To be reliable.
7. To respect paid staff's time by exhausting all non-staff-involving avenues when faced with an obstacle in carrying out volunteer duties. (This could entail asking someone else in the station to help, or simply pausing to think for a moment before asking staff.)
8. To adhere to all station rules, policies and procedures pertaining to his or her volunteer commitments.
9. To work in a cooperative and respectful manner with other KCR volunteers.
10. To respect the equipment and premises of Kootenay Coop Radio, especially with regard to no eating or drinking whatsoever around any station equipment.
11. To contribute to the cleanliness and tidiness of the station, if only by leaving a non-existent personal footprint.
12. To represent the station only in the capacity in which he/she is knowledgeable and experienced (ie, if she is a programmer of Children's Music, then do not represent the station's news dept to the public).
13. To participate in conflict resolution and grievance procedures when called upon to do so by station management. Should a volunteer think that an outcome is inappropriate or unfair, she or he can appeal the outcome to the Complaints, Discipline and Appeals Committee.

The first version of this policy was put in place at the inception of the Co-operative.

The second version of this policy was made official on August 31, 2005. Board approved Sept05