

## CFRC Volunteer Agreement

Welcome to CFRC! Thank you for wanting to be part of our team. We ask all of our volunteers and programmers to commit to a shared set of responsibilities, as detailed below. Please read and sign; all references are to the CFRC Policy Manual, available at the station and at the [cfrc.ca](http://cfrc.ca) website.

### ■ VOLUNTEER AGREEMENT – I ACCEPT THE FOLLOWING RESPONSIBILITIES:

I will adhere to all CFRC policies and regulations in the Policy Manual, including those concerning food and drink, smoking, and being responsible for any guests. (1.3, 3.8)

I will attend station meetings, and will read the bi-weekly station newsletter and station communications. (4.4)

I will respect CFRC's property, the station environment, the staff, and my fellow volunteers. (4.7)

I will strive to be an active volunteer.

### ■ PROGRAMMER AGREEMENT – I AGREE TO ALL OF THE ABOVE, AND ALSO:

I will arrive for my show at least 15 minutes before it airs, and be well prepared for my show. My show will help fulfil CFRC's mandate to enrich the lives of our listeners. (1.1,3.1)

I will adhere to CRTC regulations, including Canadian Content, spoken word, and new music. (2.2-2.4, 3.1)

I will never broadcast hateful, libelous, slanderous or other material that contravenes the Criminal Code; I will not use profanity on-air and I will not play material that could be considered offensive/obscene material without appropriate warnings and context. (2.6, 3.6)

I will respect the station's music library and equipment, filing fault reports when necessary. (3.0, 4.6)

I will complete and file my program logs in a timely manner. (2.5)

If I cannot do my show, I will find an appropriate fill-in or pre-record my show.(3.9) I will provide at least three weeks' notice to the Program Manager of any significant changes to my show concept or format.

I understand that CFRC may pre-empt my show for reasons including, but not limited to sports/special broadcasting and technical maintenance. (3.4)

I will strive to contribute to CFRC as a volunteer above and beyond my programming duties.

I understand that new programs are to undergo a four-week probationary period and may be cancelled by the program manager at his or her discretion.

Failure to abide by my responsibilities may result in disciplinary action. Disciplinary action can be appealed under station policy to the grievance committee of the board of directors. (4.7, Appendix C)

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Volunteer/Programmer name

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Volunteer/programmer signature

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CFRC staff name

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CFRC staff signature

Dated \_\_\_\_\_