



2MCR Macarthur Community Radio Association Incorporated

Rights and Responsibilities of the Volunteer

Volunteers have the right to:

- A clear job description stating the aim and the tasks to be undertaken.
- Be assigned with consideration for personal preferences, motivation, skills experience and qualification.
- Be respected as a co-worker, and treated accordingly.
- An adequate orientation to the organization, its policies, its people and its programs.
- Receive initial training to do their job.
- Continuing education on the job as follow-up to initial training.
- Be provided with adequate guidance.
- A suitable and safe place to work.
- Be recognized for their input (time, ideas, skills. etc.).
- Receive feedback about their performance.
- Access to a variety of activities and/or advancement to greater responsibility.
- Have their complaints and suggestions heard.
- Have their personal information held confidentially.

Volunteers have the responsibility to:

- Ensure they have the time necessary to take on volunteer position.
 - Understand the purpose and philosophy of the organization before committing to it.
 - Understand and work within the policies and rules of the association.
 - Complete agreed hours and tasks.
 - Inform the organization when they will not be available to volunteer.
 - Attend orientation and training sessions where required.
 - Work as team member and treat others accordingly.
 - Accept support and supervision.
 - Accept constructive criticism.
 - Be reliable and dependable.
 - Be loyal to the organization.
 - Keep confidential information of a sensitive nature.
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