



## Macarthur Community Radio Association Incorporated

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### Macarthur Community Radio Association Incorporated (MCRAI) Station Volunteer's Duties Statement

#### On Air Presenters, Production, Sound, Technicians and Studio Volunteers

1. In accordance with the pre-set rules of the Association, a Presenter must be in the Station at least 30 minutes prior to going to air in the on air Studio, otherwise the Presenter to do the shift will be deemed absent without reason. All other matters are in the signed Members/Presenters Agreement.
2. The Presenter awaiting to go on air, must give the on air Presenter his or her first CD or tell the Presenter the first music track they wish to start their Program with, at least 10 minutes before the take-over time. The Presenter must play all relevant announcements at the allocated times and play the News Pointer at the designated time just prior to crossing to the National CRN News broadcast.
3. The Presenter must present a professional on air Program and be in complete control of the Studio Panel as well as announce all items deemed for the purpose of producing a good quality, well organised smooth running Program for the Broader Community listening audience.
4. The Presenter must at all times, keep the on air studio clean, neat & tidy while he or she is occupying the Studio and must not consume any meals while in the on the air studios, with the exception of tea, coffee, other beverages, and/or cake or biscuits and must be mindful not to have any of the afore-mentioned immediately near any sensitive equipment.
5. The Presenter must not give out over the air, any Private details without the express permission of the Management Committee and in particular not give out or broadcast the private on-air interview telephone number in any case, other than with the intention of performing an interview with another person for that specific purpose.
6. Other reasonable duties may be outlined & directed by the Management Committee from time to time and all Station Rules, in accordance with the Articles of the Association, Codes of Practice as amended, must be followed.

#### Other volunteers working in the radio station

1. In accordance with the pre-set rules of the Association, all other volunteers would be best advised to follow the directions of the Management Committee, as set out in the Articles of the Association, Codes of Practice and the posted Duties and Responsibilities of volunteers. All other matters are in the signed Members/Presenters Agreement.
2. All Volunteers, including Presenters & visitors), must eat any meals outside of the on air Studios and will be permitted in and around the general office, being mindful to not place anything immediately near sensitive equipment such as Computers, phones, paperwork, files or Printers.
3. Duty office staff are to remind any person intending to enter a studio, that they do so in accordance with the instruction posted on the studio door.
4. Office staff are requested, that while they may be the only one in the office at the time, they need to answer the telephone as soon as practicable and as professionally as possible; e.g. **"Good morning Good Afternoon, Sounds of Macarthur - may I help you"**. Then proceed with any reasonable request of the person on the other end of the telephone.
5. If the duty office staff are able to type up notes or other relevant Community News, then it would be most helpful to on air Presenters, in a summary form & marked URGENT if necessary. All Volunteers must at all times, keep the work office clean, neat & tidy while he or she is working in the Office.
6. Other reasonable duties may be outlined & directed by the Management Committee from time to time and all Station Rules, in accordance with the Articles of the Association, Codes of Practice as amended, must be followed.