
Constitution of Fraser Coast Community Radio Incorporated

ABN 11 885 206 938

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CONSTITUTION AND RULES

NAME

1. The name of the incorporated association shall be **FRASER COAST COMMUNITY RADIO INCORPORATED** (hereinafter called "the Association") operating as **Fraser Coast FM**

OBJECTS

2. The objects for which the Association is established are:
 - (i) To provide a radio station for the community, to be run by the community, whilst broadcasting to the highest possible standard programs that meet the needs of the community and to provide programming that remains in keeping with the provisions set by the current Community Radio Broadcasters Code of Practice, the provisions set by the Australian Communications and Media Authority (hereinafter called "the ACMA"), and the relevant requirements of the Broadcasting Services Act for the licence of a Community Broadcasting station.

POWERS

3. The powers of the Association are:
 - (i) The Association has the powers of an individual.
 - (ii) The Association may:-
 - (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.
 - (iii) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

CLASSES AND LIMITS OF MEMBERSHIP

4. The membership of the Association shall consist of the following classes of members:
 - (i) Ordinary Members. (includes family)
 - (ii) Associate Members. (for community groups and associations)
 - (iii) Life Members shall be limited to a maximum of five.

DEFINITIONS OF MEMBERSHIP

5.
 - (i) **Ordinary Members** shall be those applying for membership through a normal membership application to Fraser Coast Community Radio Incorporated. A family including two parents and their children under the age of eighteen may be admitted as an Ordinary Member by one application.
 - (ii) **Associate Members** shall be for not-for-profit community groups, associations and incorporated bodies that wish to support and contribute to the station whilst taking no part in the running of the station. Associate Members have no voting rights.
 - (iii) **Life Members** shall be determined by being a member for at least five (5) years and having made an outstanding contribution for services to the Incorporated body including those years of Association prior to Incorporation approval. There shall be no more than five Life members at any one time. Approval for Life membership shall be determined by the Management Committee, ratified by the general membership and can be terminated as with other memberships.

NEW MEMBERSHIP

6. (i) An applicant for membership of the Association must submit the Association's Membership Application form in full to the Secretary.
- (ii) An application for membership must be -
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder who shall be members; and
 - (c) be approved/disapproved by the Management Committee.

MEMBERSHIP FEES

7. (i) The membership fees for each class of membership shall be such sum as the members shall from time to time at a General Meeting so determine.
- (ii) The membership fees for each class of membership shall be payable at such time and in such a manner as the Management Committee shall from time to time determine.
- (iii) Any member who has failed to renew their membership within 30 days following the due date shall be deemed non-financial.
- (iv) Members wishing to join in the final 2 months of the financial year may be deemed financial until June the following year if paid after 15 April.

ADMISSION AND REJECTION OF NEW MEMBERS

8. (i) The Management Committee must consider an application for membership at the next Committee meeting held after it receives -
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (ii) The Management Committee must decide at the meeting whether to accept or reject the application.
- (iii) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (iv) The Secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

WHEN MEMBERSHIP ENDS

9. (i) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- (ii) The resignation takes effect at -
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice, the later time.
- (iii) The Management Committee may terminate a member's membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (iv) Before the Management Committee terminates a member's membership, the Committee must give the member a full and fair opportunity to show cause why the membership should not be terminated.
- (v) If, after considering all representations made by the member, the Management Committee

decides to terminate the membership, the Secretary of the Committee must give the member a written notice of the decision. There is no requirement to provide reasons for this determination.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10. (i) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (ii) A notice of intention to appeal must be given to the Secretary within 30 days after the person receives written notice of the decision.
- (iii) If the Secretary receives a notice of intention to appeal, the Secretary must, within 30 days after receiving the notice, call a General Meeting to decide the appeal.

GENERAL MEETING TO DECIDE APPEAL

11. (i) The General Meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
- (ii) At the meeting, the applicant must be given a full and fair opportunity to support the application.
- (iii) The Management Committee and/or the members of the Committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (iv) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (v) If a person whose application for membership has been rejected does not appeal against the decision within 30 days after receiving written notice of the decision, or the applicant appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the applicant.

REGISTER OF MEMBERSHIP

12. (i) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (ii) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.
- (iii) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection. Such inspection must be under the supervision of the Secretary.
- (iv) The Management Committee may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the Register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would adversely affect the member or his/her family.

PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

13. (i) A member of the Association must not -
 - (a) use information obtained from the Register of Members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the Register to someone else, knowing that the

information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.

- (ii) Subpara (i) does not apply if the use or disclosure of the information is approved by the Association.

MEMBERSHIP OF THE MANAGEMENT COMMITTEE

14. (i) The Executive of the Management Committee shall consist of a President, Vice President, Secretary and Treasurer all of whom shall be members of the Association and elected at the Annual General Meeting; and together with a minimum of three and maximum of five other Ordinary Members, shall form the Management Committee.

A person is ineligible for election to the Management Committee if they have been convicted on indictment, imprisoned or are bankrupt. For specific details refer to Section 61A of the Associations Incorporation Act 1981.

- (ii) Nominations for the Management Committee shall take place in the following manner:
- (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the executive of the Management Committee.
 - (b) The nomination, which shall be in writing and signed by the member and their proposer and seconder shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place.
 - (c) A list of the candidates' names, in alphabetical order, with the proposer and seconder names, shall be posted in a conspicuous place in the office Fraser Coast Community Radio Incorporated at least seven days immediately preceding the Annual General Meeting.
 - (d) Balloting lists shall be prepared, if necessary, containing the names of the candidates in alphabetical order.

RESIGNATION/REMOVAL FROM THE MANAGEMENT COMMITTEE

15. (i) A member of the Management Committee may resign from the Committee by giving written notice of resignation to the Secretary.
- (ii) The resignation takes effect at -
- (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice - the later time.
- (iii) A member may be removed from office at a General Meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (iv) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

VACANCIES ON MANAGEMENT COMMITTEE

16. (i) If a casual vacancy happens on the Management Committee, the continuing members of the Committee may appoint another member of the Association to fill the vacancy until the next Annual General Meeting.
- (ii) The continuing members of the Management Committee may continue to act despite a casual

- vacancy on the Management Committee.
- (iii) However, if the number of committee members is less than the number fixed under rule 19(i) as a quorum of the Management Committee, the continuing members may act only to:
- (a) increase the number of Management Committee members to the number required for a quorum; or
 - (b) call a General Meeting of the Association.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

17. (i) Subject to these rules or a resolution of the members of the Association carried at a General Meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.
- (ii) The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act. The Act prevails if the Association's rules are inconsistent with the Act - see section 1B of the *Incorporated Associations Act*.
- (iii) The Management Committee may exercise the powers of the Association -
- (a) to borrow, raise or secure the payment of amounts in a way the members of the Association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to mortgage or charge the whole or part of its property; and
 - (e) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (f) to provide and pay off any securities issued; and
 - (g) to invest in a way the members of the Association may from time to time decide; and
 - (h) to enter into a lease or licence on behalf of the Association.

MEETINGS OF THE MANAGEMENT COMMITTEE

18. (i) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (ii) The Management Committee must meet at least once every 120 days to exercise its functions.
- (iii) The Management Committee must decide how a meeting is to be called.
- (iv) Notice of a meeting is to be given in the way decided by the Management Committee.
- (v) The Management Committee may hold meetings, or permit a Committee member to take part in its meetings, by using any technology that reasonably allows the member to hear or be heard and take part in discussions at the meeting.
- (vi) A Committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (vii) A question arising at a Committee meeting is to be decided by a majority vote of members of the Committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (viii) A member of the Management Committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.
- (ix) The President is to preside as Chairperson at a Management Committee meeting.

- (x) If there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the Vice President assumes the role of Chairperson. If the Vice President is not present the members may choose 1 of their number to preside as Chairperson at the meeting.

QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- 19. (i) At a Management Committee meeting, more than 50% of the members currently holding a position on the Management Committee forms a quorum.
- (ii) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the Committee, the meeting lapses and is adjourned.
- (iii) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the Committee-
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- (iv) If, at an adjourned meeting mentioned in sub rule (iii), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

SPECIAL MEETING OF MANAGEMENT COMMITTEE

- 20. (i) If the Secretary receives a written request signed by at least 33% of the members of the Management Committee, the secretary must call a Special Meeting of the Committee by giving each member of the Committee notice of the meeting within 14 days after the Secretary receives the request.
- (ii) If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.
- (iii) A request for a Special Meeting must state -
 - (a) why the Special Meeting is called; and
 - (b) the business to be conducted at the Meeting.
- (iv) A notice of a Special Meeting must state—
 - (a) the day, time and place of the Meeting; and
 - (b) the business to be conducted at the Meeting.
- (v) A Special Meeting of the Management Committee must be held within 14 days after notice of the Meeting is given to the members of the Management Committee.

MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- 21. (i) The Secretary must ensure full and accurate minutes of all questions, financial matters, resolutions and other proceedings of each Management Committee Meeting are entered in a minute book.
- (ii) To ensure the accuracy of the minutes, the minutes of each Management Committee Meeting must be signed by the Chairperson of the Meeting, or the Chairperson of the next Management Committee Meeting, verifying their accuracy.

APPOINTMENT OF SUBCOMMITTEES

- 22. (i) The Management Committee may appoint a subcommittee consisting of members of the Association considered appropriate by the Committee to help with the conduct of the Association's operations.
- (ii) A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.

- (iii) A subcommittee may elect a Chairperson of its meetings.
- (iv) If a Chairperson is not elected, or if the Chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be Chairperson of the meeting.
- (v) A subcommittee may meet and adjourn as it considers appropriate.
- (vi) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

- 23. (i) An act performed by the Management Committee, a subcommittee or a person authorised to act as a member of the Management Committee, is taken to have been validly performed.
- (ii) Sub rule (i) applies even if the act was performed when -
 - (a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or
 - (b) a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 24. (i) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a Committee Meeting that was properly called and held.
- (ii) A resolution mentioned in sub rule (i) may consist of several documents in like form, each signed by 1 (one) or more members of the Committee.

AUTHORISED MEETINGS OF THE ASSOCIATION

- 25. (i) Annual General Meeting
- (ii) Ordinary General Meetings
- (iii) Special General Meeting as provided herein.
- (iv) Program Committee meeting as provided herein.
- (v) Management Meeting as provided herein.
- (vi) Executive Meeting as required to discuss constitutional matters or other issues.

ANNUAL GENERAL MEETINGS

- 26. (i) The Annual General Meeting shall be held within three months of the close of the financial year.
- (ii) At the Annual General Meeting:-
 - (a) All Management positions shall be declared vacant and election and appointment of office bearers shall take place as per 26 (iii);
 - (b) Each financial member present at the Annual General Meeting shall be entitled to vote for one candidate for each office;
 - (c) The finance report shall be entered in the minutes;
 - (d) There shall be no other business at the Annual General Meeting.
- (iii) The business to be transacted at every annual general meeting shall be –
 - (c) Attendance
 - (d) Apologies
 - (e) Minutes of previous AGM
 - (f) Treasurer/Auditor's Report
 - (g) President's Report

- (h) Appointment of Returning Officer
- (i) Appointment of Two Scrutineers
- (j) Appointment of Chairperson
- (k) Executive and Ordinary Members Relinquish Positions
- (l) Receipt of Nominations for the Executive of the Management Committee
- (m) Receipt of Nominations for the Committee Members (Ordinary)
- (n) Election of Management Committee
- (o) Ballot Papers Destroyed
- (p) Discussion and Vote on Proposed Constitutional Changes
- (q) Appointment of Auditor
- (r) Appointment of Honorary Solicitor
- (s) Appointment of Patron
- (t) Appointment of Life Member

SPECIAL GENERAL MEETINGS

27. The Secretary shall convene a Special General Meeting:
- (i) when directed to do so by the Management Committee; or
 - (iii) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of Ordinary Members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such a Special General Meeting is being convened and the nature of the business to be transacted thereat; or
 - (iv) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

TO CONSTITUTE A QUORUM

28. (i) At any General Meeting the number of members required to constitute a quorum shall be double the number of the Management Committee present at the meeting plus one, provided more than fifty percent of the members presently on the Management Committee are in attendance.
- (ii) In the case where the total number of members of the Association becomes less than double the full Management Committee plus one, then fifty percent plus one of the total members would constitute a quorum.
 - (iii) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
 - (iv) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the Meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week or at the same time and place, or to such other day and such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the Meeting, the members present shall be a quorum.
 - (v) The Chairperson may, with the consent of any meeting at which a quorum is present (and if so directed by the meeting), adjourn the Meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjournment meeting shall be given as is the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.

CONVENING GENERAL MEETINGS

29. (i) Ordinary General Meetings are to be held at a time and day of the months determined by members at an Ordinary General Meeting. A minimum of 4 ordinary general meetings must be held per annum.
- (ii) The Secretary shall convene all General Meetings of the Association by giving not less than fourteen days' notice of any such meeting to the members of the Association.
- (iii) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any General Meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of their membership by the Management Committee shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

GENERAL MEETING PROCEDURES

30. Unless otherwise provided by these Rules, at every General Meeting:-
- (i) The President shall preside as Chairperson, or if there is no President, or if they are not present within fifteen minutes after the time appointed for the meeting or is unwilling to act, the Vice President shall act as Chairperson or if the Vice President is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting;
- (ii) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- (iii) Every question, matter or resolution shall be decided by a majority of votes of the members present;
- (iv) Every member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote; provided that no member shall be entitled to vote at any General Meeting if their annual subscription is more than 30 days in arrears at the date of the meeting;
- (v) Voting shall be by a show of hands of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such manner as they shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (vi) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recordings of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee Meeting shall, verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Annual General Meeting.

SUBSCRIBERS

- 31 **Subscribers (supporters of the station)** shall be those who wish to support the station and Management Committee, Fraser Coast Community Radio Inc.

contribute to the station whilst taking no part in the running of the station. Subscribers have no voting rights.

BY LAWS

32. The Management Committee may from time to time make, amend, or repeal By Laws, not inconsistent with these Rules, for the internal management of the Association and any By Laws may be set aside at any General Meeting of members.

ALTERATION OF RULES

33. Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting; provided that no such amendment, rescission, or addition shall be valid unless the same shall have been previously submitted to and approved by the appropriate governing authority.

COMMON SEAL

34. The Management Committee shall provide for a common seal and for its safe custody. The common seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some person appointed by the Management Committee for the purpose.

FUNDS AND ACCOUNTS

35. (i) The funds of the Association must be kept in an account in the name of the Association In a financial institution decided by the Management Committee.

- (ii) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (iii) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (iv) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- (v) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following -
 - (a) the President;
 - (b) the Vice President;
 - (c) the Secretary;
 - (d) the Treasurer;
 - (e) any 1 of 3 other members of the Association who have been authorised by the Management Committee to sign cheques issued by the Association.
- (vi) However, 1 (one) of the persons who signs the cheque must be the President, the Vice President, the Secretary or the Treasurer.
- (vii) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (viii) A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (ix) All expenditure must be approved or ratified at a Management Committee meeting.

GENERAL FINANCIAL MATTERS

36. (i) On behalf of the Management Committee, the Treasurer must, as soon as practicable Management Committee, Fraser Coast Community Radio Inc.

after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

- (vi) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

DOCUMENTS

37. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

FINANCIAL YEAR

38. The financial year of the Association shall close on the 30th June of each year.

DISTRIBUTION OF SURPLUS ASSETS

39. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 28(x); such institution or institutions to be determined by the members of the Association.

RECRUITMENT PROCEDURES FOR VOLUNTEERS

- 40. (i) Applicant to be a financial member of FCCR Inc.
- (ii) Applicant to apply in person and through a relevant resume. Management reserves the right to approach a referee.
- (iii) Applicant to hold a "blue card" or acquire such on application (Station will organise).
- (iv) President, Vice president or nominee to interview applicant and provide him/her with an Induction Kit comprising Station policies and procedures and complete a mandatory Health Declaration.
- (v) Applicant to be approved or rejected by Management Committee. Returning volunteers also to be assessed on their past performances.
- (vi) Management to undertake full induction with volunteer (new or returning) including explanations of content of Induction Kit. Volunteer may be required to undertake further induction or training, as deemed necessary by Management, in relation to roles sought. Volunteer Agreement explained and signed by volunteer.
- (vii) Applicants for presenter role to undertake an aptitude screening as determined by Management and will be required to undertake paid training as specified by Management. Presenter's Agreement to be signed on successful completion of training.
- (viii) New volunteer to be active in Station operations for 12 months and demonstrate a knowledge of Station business prior to eligibility for nomination for Management Committee. Management Committee may choose to co-opt a member within the 12 month period.
- (ix) Ongoing monitoring of all volunteers to be undertaken by Management with reviews after 6 and 12 months. For the first 6 months the volunteers would hold a probationary status.