

2SER BROADCASTER AGREEMENT

About This Agreement

- I understand that a key 2ser objective is to keep the station sounding relevant and innovative and as such the term of the Volunteer Broadcaster Agreement is for 12 months. I accept that my program will be subject to review at the end of this period and depending on the review this agreement may be extended.
- I acknowledge that 2ser may terminate this agreement if the terms have been breached.
- I understand that my program's mission must correspond to the station's mission and as a broadcaster, I agree to both fulfil my program's mission statement and to adhere to the following:
- I understand that a broadcaster is anyone who is involved in programming at the station.

Broadcast Policy

- I agree to follow programming policies regarding matters such as music selection, programming, current affairs, broadcast of station and sponsorship announcements, including scheduled live reads and giveaways.
- I will ensure that all my programs will comply with the Community Broadcasting Code of Practice, 2ser policies and Media Law (eg. defamation, copyright etc). I have read this material and am aware of my personal responsibilities.
- I accept that 2ser reserves the right to edit and amend any program material I present for broadcast.
- I accept, unless otherwise specified, that 2ser retains the ownership and copyright in all material produced by me for the station, including 2ser program and segment names.

Station Policy

- As a 2ser presenter I will be a current financial supporter of 2ser and will attend station meetings, program meetings, and training.
- I understand that as a regular program maker with a permanent program on the grid, the station expects that my program will sign up at least 5 new supporters per Supporter Drive program that I do.
- I will do a shout out for new supporters once every show.

4/09/2012

- I understand that any grievance relating to programming should be directed to the Program Director or Volunteer and Training Manager. If I am unsatisfied with the handling of my grievance, I know I can talk to the Managing Director in confidence.
- If I am unsure about any matters regarding my role as a 2ser presenter, I will ask a 2ser staff member for clarification.
- I will keep up with station information and procedures by reading the weekly newsletter and all correspondence from the station.
- I understand it's my responsibility to know procedures for giveaways done on-air; how and why to become a supporter, as well as other administrative tasks requested of me in the making of this program, including updating my web page (including playlists and rundowns) on the 2ser website.

Communication

- I'll let 2ser know of any specials, features and the like coming up on my program to 2ser so as to generate publicity for the show through 2ser's website, e-newsletter and other media.
- I'll check in with the relevant staff member before confirming interviews to ensure there's no double up on the interview in other programs on the station.
- I will upload my playlist to my webpage within 24 hours of broadcast and keep my info on the site up to date.
- I will assist in the production of a promo for my show.
- I will contribute to the website, and the newsletter regularly.
- I will contribute content to 2ser's social media platforms to help promote the station.

On-air

- I understand that 2ser will not tolerate on-air comments that reflect negatively on the station, other broadcasters, programs or station sponsors.
- I will cross-promote at least one other 2ser program during my program plus the 2ser website.
- I will promote the 2ser website, aps, and platforms on my show.
- I will clearly communicate to the listener why it's important to be a financial supporter of the station and how to do it.

Training & Presenting Standards

- I'd like to constantly improve my broadcasting skills and learn more about the art of making good radio and as such, will schedule at least 3 airchecks each agreement period and will participate in any extra training sessions organised by the station.
- I will listen back to my show regularly.
- As a broadcaster at 2ser I understand that I am expected to achieve a high level of presenting professionalism and that my performance as a broadcaster is under constant review. I understand that my role as a presenter is contingent on achieving and maintaining those standards.

Station Ethics

- As a broadcaster I understand I can't enter on-air giveaways on my program or any other program and I will exercise discretion with friends/ family/ pets winning prizes during my program.
- I am aware that it is a conflict of interest to use my program or other 2ser programs to promote for free any commercial work that I do.
- I understand that it's reasonable that if I do any commercial work outside of the station – that I am allowed to mention only 1 thing once during each show (e.g. a gig, event, CD release from your label, etc), for a max of 30 seconds. Anything above that will be viewed as a conflict of interest and will contravene 2ser's sponsorship policy.
- I understand that if I am doing any events related to my program off-air, that I am to obtain permission from 2ser before organising it, and before using the 2ser logo in any manner.
- I will let 2ser staff know of any work I am contracted to do (paid or volunteer) that has been arranged in the capacity of my association with 2ser.
- I will let 2ser staff know of any approaches by sponsors to do any promotions on or off air.
- I understand I can accept offers of promotion (goods or services) however I will not allow freebies and gifts to impact on my programming decisions and understand that to mention them on-air would be a breach of the Community Broadcasting Codes of Practice relating to sponsorship and advertising.
- I understand the importance of teamwork, and supporting my colleagues at the station. 2ser is a workplace with a positive culture, and it is part of my job to contribute to that.

Broadcaster Etiquette

- I understand that I am expected to arrive at the station at least 30 minutes prior to the start of my program, and that I must properly prepare program content.
- I will treat 2ser equipment with the care it requires, and will not take food or drinks into the studio and production areas.
- I acknowledge the importance of the 2ser CD Library as a valuable resource for the station and as such will be treat it with the utmost care – correctly refilling CDs and never taking any 2ser CDs out of the station. I understand the station regards this as theft.
- I will not present my program intoxicated by any substance.
- I will follow the security procedures at 2ser to protect 2ser's assets.
- I will not share my pin or access card.
- I will respect basic studio etiquette and the right of the presenter to have their broadcast space respected.
- I understand that broadcast privileges are offered only to 2ser-trained presenters. I understand that I cannot invite friends to participate in a program without consultation with the Program Director.

Time Off & Termination

- Except in exceptional circumstances I will give at least 48 hours notice in the event that I am unable to do my regular program. I will ensure that I have spoken to someone if I can't do my shift at the last minute & understand that an email or text is not adequate.
- In the event that I am unable to present four programs in a 6 month period I understand that this agreement may be terminated. I understand that if I miss a program without giving appropriate notice to 2ser this agreement will be immediately terminated.
- I understand that if I want to resign from my commitments at 2ser I need to give 2ser at least 4 weeks notice.

SIGNED BY:

NAME:

DATE:

Volunteer station worker acknowledgment

The 2SER Volunteer Station Worker Handbook contains important information for volunteer station workers and supervisors about the Volunteer Station Worker program.

I understand it is my responsibility to read the Volunteer Station Worker Handbook and consult with the Volunteer and Training Manager regarding questions related to either the Volunteer Station Worker Handbook or 2SER policies.

I acknowledge that revisions may occur both to the Volunteer Station Worker Handbook and 2SER policies and that any changes or new policies will be emailed to the 2SER volunteer station workers list (super_vols). I will ensure that I read all emails sent from 2SER staff and ensure they have my current contact details including residential address, telephone number(s) and personal email address.

I understand I have entered into a volunteer relationship with 2SER and that I will not receive payment for my services. I understand that my commitment to volunteer service varies according to the volunteer role I perform. I understand that I can terminate my volunteer services for any reason. I also understand that 2SER reserves the right to terminate my volunteer services in accordance with the provisions of this Volunteer Station Worker Handbook.

I acknowledge that any material provided for the purpose of my volunteer service shall be returned to 2SER upon my leaving the station. I understand that copyright in any original work created by me in the course of my volunteer service resides with 2SER. I will maintain the confidentiality of privileged information gained in the course of volunteering.

Under no circumstances may I make any statement to the media (including press, radio or television) concerning 2SER without the approval of the Director or his/her nominee. I will also not make any commercial representation on behalf of the station.

I understand my duties and responsibilities to Workplace Health and Safety and will act accordingly.

I understand my duties and responsibilities in regards to media law and regulation.

In addition to complying with the provisions of this Volunteer Station Worker Handbook and all 2SER policies, I will uphold the code of conduct and the strategic objectives of the station.

I acknowledge that by signing below I agree to abide by the above.

Signed

Name

Date