

# VOLUNTEER & PROGRAMMER CONTRACT

In becoming an on-air programmer at CHMA 106.9 FM, I, \_\_\_\_\_, (please print), have read, understood and accepted the general rules, policies and procedures in the CHMA Training Manuals (fully defined by Attic Broadcasting Co. Ltd.'s by-laws and policies and the CRTC's regulations) and accept the following conditions:

1. I will make every effort to make exceptional programming and the best radio I can by being prepared in advance and arriving for my show on time;
2. I will give the programming director 48 hours of notice when I cannot make my program. If I find another CHMA programmer willing to fill-in for me, I will still notify the Programming Director;
3. I will not steal from CHMA, I accept that no CHMA property may leave the station unless verified with CHMA staff and signed out properly. If I am caught stealing I can expect to be permanently banned, and charged as well;
4. All guests on my program (in person, pre-recorded, or by phone) are my responsibility and that I cannot have a guest unless first approved by the Programming Director;
5. That CHMA is a tenant in the University Centre and I will therefore conduct myself appropriately at all times so as not to reflect poorly on CHMA;
6. That CHMA provides me with a specific airtime for my program and I can only after the regularly scheduled slot with prior permission from CHMA's Programming Director or Station Manager;
7. That I will at all times abide by the station's rules on security, harassment, alcohol, drugs, food, drink, and smoking;
8. That I will fill out the log sheets properly, legibly, and in their entirety during my show;
10. That my show will be monitored at times by CHMA staff;
11. That in the event of an emergency, I will use the information explained on the emergency contact sheets posted throughout the station to deal with problems;
12. That I will read PSA's, Notices, and such as written without any comments, laughing or editorializing;
13. That I will treat all staff and other station members with respect and notify the Station Manager and/or Programming Director if any problems arise;
14. That I will treat all equipment properly and appropriately. If I do not know how to operate a piece of equipment I will seek instruction in its proper use from a member of the executive staff;
15. That if something is damaged or fails to perform as it should, I will immediately complete a Tech Report and follow this up by reporting it to a member of the executive staff, the Programming Director or Station Manager;
16. I will provide ample notice to the Programming Director of any changes to my show (eg. cancellations, identity, or fill-ins, format changes, etc.);

17. That I will stay informed about goings-on at the station by attending meetings, readings, notices, etc.;

18. That I recognize the importance of volunteerism in the operation of non-profit organizations and will contribute my time to the station in other ways where possible;

I recognize that failure to comply with the terms of this contract may result in disciplinary action as decided and administered by the Programming Director and/or Station Manager. Such action may include:

Temporary or permanent ban from the station; temporary or permanent ban from the airwaves; loss of privileges, such as reviewing CDs, library access, access to production facilities, job references, etc.; removal of my program from the schedule; moving my program to another timeslot; or other disciplinary actions deemed suitable for the infraction.

I also recognize that I have the right to appeal any decision made against me by the Programming Director or Station Manager concerning programming to the Executive Committee or, in the event of that appeal's rejection, to the Board of Directors. I also recognize that the General Membership is the highest body to whom I can make an appeal.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_