

Haliburton County Radio Association  
Volunteer/Employee Policies & Procedures

Section 1 – Volunteer/Employee Program

<b>Section Heading:</b> Volunteer/Employee Management	<b>Section Number:</b> VM
<b>Subsection:</b> Volunteer/Employee Program	<b>Subsection Number:</b> 1
<b>Policy Title:</b> Station Manager	<b>Policy Number:</b> 1

**Policy Statement:** Canoe FM will have a Station Manager responsible to facilitate the goals of the organization, and manage Volunteer/Employee resources, under the direction of the Board of Directors.

**Purpose:** To manage the organization and recognize, direct and apply the unique skills of Volunteer/Employee resources.

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| Board of Directors | Develops a comprehensive job description for the Station Manager.<br><br>Provides direction and support for the Station Manager.<br><br>Ensures that an annual performance review of the Station Manager is completed. |
| Station Manager    | Reports to the Board of Directors.<br><br>Manages the organization under the direction and oversight of the Board of Directors.  |

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<b>Policy Title:</b> Evaluation of Volunteer/Employee Programs	<b>Policy Number:</b> 2

**Policy Statement:** Canoe FM maintains and evaluates the Volunteer/Employee components of the organization on an ongoing basis.

**Purpose:** To maintain, evaluate and develop the Volunteer/Employee components of the organization.

Board of Directors                      Develops, and ensures implementation of, Policies and Procedures in respect to volunteer/employee components of the organization.

Considers input from volunteer/employees, the community and the listening audience in the ongoing evaluation of the Volunteer/Employee components of the organization.

Oversees the management of volunteer/employee resources.

Ensures that training, support and recognition is available for volunteer/employees.

Station Manager                      Implements policies and procedures, and manages the volunteer/employee resources.

Develops, in conjunction with the Board, and maintains a job description for each position.

Provides training, support and recognition for volunteer/employees.

Updates forms related to volunteer/employee management as required, and ensure that completed forms are filed as required.

Identifies areas for improvement, and makes recommendation to the Board.

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<b>Policy Title:</b> Provision of References for Volunteer/Employees	<b>Policy Number:</b> 3

**Policy Statement:** Canoe FM will verify a volunteer/employee’s position, including dates of service, at the Volunteer/Employee’s request.

**Purpose:** To have a consistent approach for the provision of references.

Station Manager                      Obtains written permission from volunteer/employee to release personal information.

The information released will be as follows:

“To whom it may concern:

This letter will confirm that [name] has been a Volunteer/Employee of Canoe FM from [start date] to [present date] in the [position/service(s)].”

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<b>Policy Title:</b> Compliance	<b>Policy Number:</b> 4

<b>Policy Statement:</b> Canoe FM will be in compliance with all statutes, regulations and guidelines.
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**Purpose:** All volunteer/employees are to be knowledgeable about, and in compliance with, the rules, regulations and requirements of regulatory agencies, as well as with Canoe FM’s policies and procedures.

Board of Directors                      Establish policies and mechanisms to oversee, and ensure, Canoe FM is in compliance with policies, financial, guideline, statute, and regulatory requirements.

Station Manager                        Establish processes to ensure Canoe FM is in compliance with financial, guideline, statute, and regulatory requirements.

Recognizes new circumstances requiring compliance, and develops processes accordingly.

Responds to non-compliance issues by reviewing processes that lead to compliance.

Ensures proper reporting of non-compliance issues to authorized agencies as appropriate or required.

Ensures that all volunteer/employees are informed of relevant compliance requirements, and abide by the requirements.

Reports regularly to the Board on organizational compliance status, and on changes to compliance requirements.