



## VOLUNTEER PROGRAMMER AGREEMENT

*You are joining the KWMR community. Welcome!* This is the contractual agreement between **KWMR** and you, the **Volunteer**. Its intent is to clarify the responsibilities of both KWMR and the Volunteer. This relationship is a mutually respectful and cooperative one, binding both parties to act in accordance with the agreement, and to act in the spirit of KWMR's Mission, Values, and Vision statements.

### KWMR RESPONSIBILITIES

- 1) Ascertain the suitability of a potential Volunteer and of any program proposal.
- 2) Inform Volunteer of KWMR procedures and policies, and FCC rules and regulations.
- 3) Provide training in the use of on-air equipment, including updates and equipment modifications.
- 4) As KWMR resources allow, to provide equipment and facilities in good working order; and to provide training in production studio skills and in-the-field recording as appropriate.
- 5) Help improve a program when requested by the Volunteer, or as deemed necessary by **Program Director**.
- 6) Inform the Volunteer of KWMR's Evaluation, Problem Resolution, and Termination procedures.
- 7) Give Volunteer notice of schedule changes, and reasons for the changes.
- 8) Provide a safe and secure environment, including posting directions for emergency procedures.
- 9) Give Volunteer access to his/her personnel file; treat file with confidentiality.
- 10) Assist communication among Volunteers by providing a current Volunteer phone/email list. Provide Volunteer with necessary information by holding three Programmer meetings per year, by posting on "Station Biz Board," and by a weekly e-letter, The Scoop.
- 11) Facilitate election of Volunteers onto appropriate committees.
- 12) Inform Volunteer of special events and on-going Station tasks needing volunteers.
- 13) Make available manuals with all information that Volunteers are expected to follow.

### VOLUNTEER RESPONSIBILITIES

- 1) Abide by all FCC rules and regulations governing a community radio station.
- 2) Abide by the KWMR Policy Manual.
- 3) Follow general Station procedures (See Housekeeping & Safety, Public Relations)
- 4) Present programming consistent with KWMR's Mission, Values, and Vision statements, and to produce your show as agreed upon with **Program Director**.
- 5) Maintain regular contact with **Program Director** and **Exec Director/Station Manager**, and to inform both of changes in your contact information: address, phone, and/or email.
- 6) Attend training classes as requested by **Program Director**.
- 7) Develop and maintain proficiency with equipment, and operate it safely.
- 8) Follow on-air procedures. (See Technical Fine Print)
- 9) Keep informed of Station business by:
  - a) reading official "Station Biz Board" in office;
  - b) knowing how to use the forms posted in on-air studio;
  - c) attending at least two of the three annual Programmer meetings;
- 10) Participate in on-air fundraising during pledge drives by:
  - a) attending training as requested by **Program Director**;
  - b) providing **Exec Director/Station Manager** with premium information;

- c) bringing in a pledge partner;
  - d) understanding that on-air fundraising is a major source of KWMR's income, and that your efforts are critical to its success.
- 11) After training, do 25 hours (within 6 months) as board operator on pre-produced shows.
  - 12) Donate three hours per quarter (in addition to on-air time and program prep time) to other tasks needed to keep the Station running.
  - 13) Discuss with **Program Director**—before taking action—any intention to pursue grant money or other payment for programs produced using KWMR facilities, equipment or personnel—including recordings of programs produced at KWMR—and to make appropriate financial arrangements, in writing, with **Exec Director/Station Manager**.
  - 14) Discuss with **Exec Director/Station Manager**—before taking action—any intention to use the name, logo or frequencies of KWMR / West Marin Community Radio in any project, whether written, audio or visual, e.g., t-shirts, posters, grant applications. A written request must be filed.
  - 15) Remember that you represent, but do not speak for, KWMR. (See Legal Issues)
  - 16) Maintain your annual membership in KWMR / West Marin Community Radio.

### TECHNICAL FINE PRINT

- 1) Arrive in the station 15 minutes before scheduled program time.
- 2) End your program 2 minutes before the next program ("packed up and ready to go"). Be considerate of the next programmer's need for set-up time.
- 3) Sign in and out on Daily Operator Log correctly.
- 4) Record your program if you want a copy of it; all locally-produced shows are recorded by the station and posted to the website. Technical failures do occur!
- 5) Always treat equipment according to proper operating procedures. Do not attempt to alter any equipment in the studios or in the office. Equipment expenses are high. Don't add to them through carelessness.
- 6) Keep accurate logs and reports of your program/shift as appropriate. E.g., the Spintron Play List, the Quarterly Issues Report, the Sensitive Language Report, and the Equipment Problem/Failure Report.
- 7) Read Underwriter announcements as scheduled. Read PSAs sometime during your show.
- 8) You are responsible for covering your scheduled airtime. This includes holidays. Inform the **Program Director** of any changes in your schedule:
  - a) Give at least one week's notice if you cannot do your program/shift. In an emergency, give as much notice as possible.
  - b) Find a qualified substitute when going on vacation, or any other time you cannot do your program. It is YOUR responsibility to find the sub. **Program Director** has guidelines. If unsuccessful after making reasonable effort, ask **Program Director** for help.
  - c) Give at least four weeks' notice if resigning before your contract expires.

### HOUSEKEEPING & SAFETY ISSUES

- 1) No food or liquids in the on-air studio, EXCEPT water in closed containers.
- 2) No smoking or alcohol in the station. You may not be on-air under the influence of alcohol or illegal drugs.
- 3) **ONLY** guide animals are allowed in the station.
- 4) Re-file KWMR CDs and any other Station materials used during your show. *KWMR cannot be responsible for personal belongings left behind.*
- 5) Clean up after yourself and your guests, including washing dishes. There are containers for garbage and recycling. Do not leave any food in the Station.
- 6) You are responsible for your on-air guests. Inform them of appropriate Station rules, e.g., language issues. *You are also responsible for people you let into the station during off-business hours.*
- 7) Keep appropriate doors and windows closed and/or locked while in the station. Last programmer of the day must close and lock all windows and doors. Complete closing instructions are posted in on-air studio. If you have questions about any safety issues, ask the **Exec Director/Station Manager**.
- 8) In case of fire, evacuate building: close doors and windows, but leave unlocked. Call 911.

If feasible, use fire extinguisher on windowsill above Programmer cubbies.

- 9) Report threatening phone calls, suspicious activity, or security problems to appropriate authorities, and to KWMR staff. *If you feel at risk, call 911.*
- 10) Never share the lock box code, not even with your best friend you've known since 3<sup>rd</sup> grade!

## **PUBLIC RELATIONS**

- 1) As a Volunteer you are a part of the KWMR community. KWMR is, in turn, a part of the larger community of West Marin. It is of benefit—both to you and to KWMR—that you join in the Station events held throughout the year. Not only do these events generate income for KWMR, they provide opportunities for us to get to know, and be known by, our listeners and supporters.
- 2) Please be courteous towards everyone you encounter at the station, whether in person or on the telephone.
- 3) You must keep a clear distinction in your public expression—written or oral, on-air or off-air—between your individual viewpoint and that of KWMR.
- 4) If identifying yourself as a KWMR Volunteer in any published document, you must obtain permission from the **KWMR Board of Directors** or its designated agent, *before* publication.
- 5) Any inquiry regarding KWMR from representatives of the news media should be directed to the **Exec Director/Station Manager**. Do not speak to media on behalf of KWMR without authorization.

## **LEGAL ISSUES**

- 1) **The FCC, the IRS**, and the entities carrying out the **Digital Millennium Copyright Act** have rules and regulations that govern our on-air conduct and programming content. Failure to comply with these can bring crippling fines and disciplinary action to KWMR. You must abide by any such rules, as directed by **Exec Director/Station Manager** or **Program Director**, or be subject to dismissal.
- 2) **Volunteer action**: KWMR holds personally liable any Volunteer whose unapproved comments or behavior result in expenses, legal charges, and/or fines to the Station. If necessary, KWMR will pursue legal action against a Volunteer.
- 3) **Volunteer negligence**: KWMR insurance does not cover Volunteer damage of Station equipment, or cover legal actions brought against the Station caused by a Volunteer.
- 4) **“Political broadcasting”** is covered by both IRS and FCC regulations. If you plan to be a candidate for elected office while you are a KWMR programmer or board operator, **OR**, if you plan to host candidates for any election, you must first talk with the **Program Director**.
- 5) **Complaints**
  - a) If KWMR receives a complaint about your program, the **Exec Director/Station Manager** and/or **Program Director** will talk with you. Having your personal aircheck may assist clearing up any issues.
  - b) If you receive a complaint by telephone while in the station, accept the information courteously and do not argue with the caller. Apologize if the caller is offended. Explain that KWMR never intentionally broadcasts objectionable or obscene material. Write down the caller's name, address, telephone, and a description of the complaint. Say a staff member will contact them. Use form in on-air studio.
  - c) Volunteers with a personal grievance—between a member of staff and a Volunteer, or between Volunteers—should bring the problem to the **Program Director**. If PD is part of grievance, speak to **Exec Director/Station Manager**.
- 6) **Payola/Plugola** refers to how you may and may not promote events and people on-air.
  - a) You may not promote an artist, label, author, book, etc for which you've received “consideration.” E.g., if an artist gives a CD to you personally, either free or at a discount, with the understanding that you will promote it on your show in exchange, this is payola. The station regularly receives free CDs from labels, but we are not promoting one album over another except in the sense that you play the ones you like and not the ones you don't.
  - b) If you financially benefit, directly or indirectly, from the promotion of a concert, event, etc., you can promote it only if it is just one in a list of concerts or venues being announced. **Or**, e.g., if your brother-in-law owns a bookstore, you must name other sources for the book, as well as his business.
  - c) If **YOU** are an author or musician, speak to **Program Director** about self-promotion.

7) **Call to Action** is one of the limitations in underwriting announcements: those may not urge the listener to do something. During your show, you *may* encourage your listeners to attend a concert, or vote in the election, or wish your mom Happy Birthday...KWMR policy is to do so with respect for the listener: no badgering, ranting, dissing.

8) **Copyright Issues** *Talk with Exec Director/Station Manager and/or Program Direction if you have any questions about copyrights.*

a) Published music and writing are covered by copyright.

- **Music:** KWMR pays annual fees to publishers ASCAP, BMI and SESAC for the right to **broadcast** music. In addition, there are fees and rules covering music **streamed online**. Again, programmers must follow these rules.
- **Written works** do not have a similar umbrella organization, but are also copyrighted and permission to read on-air must be obtained.

b) In general, KWMR holds the copyright of any program produced using KWMR facilities, equipment, and/or personnel. This covers **live** programs on KWMR, and work pre-produced in the KWMR production studio.

c) KWMR Volunteers who produce independent work outside of KWMR, are presumed to be the copyright holder. Before possible airing on KWMR, such productions must show written evidence that copyright permissions have been obtained. The producer, not KWMR, is liable for legal action resulting from any copyright violation.

### **KWMR POLICY on PROGRAM CONTENT**

1) KWMR, West Marin Community Radio, is based in a rural area of small towns, on the edge of a major urban area. The character of our communities creates an audience different from those in large, more anonymous populations.

2) KWMR is not an advocacy station. Certain FCC and IRS rules govern political material. In addition, KWMR does not hold or promote particular points of view on specific subjects. KWMR expects hosts to be aware of local "hot topics," and to present multiple viewpoints on controversial subjects, whether local, national, or international. KWMR is open to all members of the community and their positions, with the exception of "hate-language" and slander.

3) KWMR programs are intended to benefit the listener, as well as provide a discussion forum for the participants. Therefore, hosts and guests should provide listeners with source information for the topics, studies, persons, books, etc. discussed during the show.

4) A radio program is a public forum, not an appropriate—or therapeutically safe—environment for personal healing work. KWMR programmers and guests will neither offer health advice nor practice any type of healing modality on-air. To this end, hosts will not take calls, emails, or in-studio guests asking for diagnosis/advice/feedback on a particular set of symptoms, whether physical, mental, or emotional. This applies regardless of the host's—or guest's—professional certification, license, or degree. The host and/or guest may discuss any topic (e.g., cancer treatments, hypnosis, GMO-labeling, wind turbines), but may not diagnose, or give advice to, a particular individual's situation or circumstances.