

## SKIX FM PRESENTERS' RIGHTS & RESPONSIBILITIES

- 5KIXFM is a community organisation run wholly by volunteers. No-one gets paid to maintain the premises (clean; stock the place with milk, tea, coffee, sugar, biscuits etc); do the finances; take care of the administration; monitor the programming; or present the programs.
- Everyone has the same opportunity to contribute to the running of the Station – if you are not happy with any aspect of this, join the Board and make the difference you want to see. If you're not able to do that, talk to the Program Coordinator (PC) or a Board member about your concerns. Don't just get frustrated – do something about it! Of course, if you're happy with things – let them know that too...
- As a PRESENTER, you have the privilege to offer programming which you like, which you hope your audience will like, and which might attract new audiences. To do this, we need to be clear what we all, as members and volunteer presenters, can expect and are responsible for.

So, here's the deal:

### WHAT 5KIXFM WILL DO FOR YOU

### WHAT YOU NEED TO DO FOR 5KIXFM

<b>Provide a safe &amp; secure environment. Which includes:</b>	<b>Treat the workplace with respect. Which includes:</b>
Appropriately maintained studio equipment.	STRICTLY NO SMOKING within the building. This is a legal requirement as well as one which respects the rights of other presenters to remain smoke-free.
Clean and stocked kitchen and toilet. (But you have responsibilities with this too...)	Clean in HOT water and detergent all the cutlery and crockery you have used. (And maybe, if someone else forgot, theirs as well. Chances are they'll do the same for you.) NB If you find that you are continually cleaning up after someone before you – let the PC know. He will be able to deal with it.
	Leave all areas clean and free of foodstuffs. This is especially true of the studio where others will be using the same space and equipment as you.
	If you use the milk in the refrigerator, make sure there is sufficient in-date milk left for the next presenter. If you used the last of the milk, buy some more...
	Find the food and drink donation tin on the Kitchen benchtop and contribute to it. We run on a very tight budget and can't (yet!) provide food & drink.
	Turn off all lights, fans and relevant Sound Desk slides before leaving.
	DON'T disconnect any Sound Desk wiring or any equipment connections without consulting the Programme Coordinator.
	REPLACE ALL leads before leaving the Studio.
	Don't take anything that is not yours from the Studio.
Mediation in any disputes with other Presenters or Station personnel.	Bring any concerns about other people at the Station to the PC or a Board member.
	DON'T EVER bring anyone the PC doesn't know to the Station. Always ASK FIRST.
<b>A thorough Induction Process which includes ensuring that each presenter gets a copy of the current Policies &amp; Procedures document.</b>	Read and understand the Policies & Procedures document. If you have any questions or concerns, talk to the Program Coordinator. These are the guidelines which allow us to keep broadcasting. You will be expected to know and abide by it.
<b>Complete and relevant training in technical and spoken on – air procedures. Which includes:</b>	<b>Participate in training. Which includes:</b>
Well run Presenters Meetings and training sessions.	Attend Presenters Meetings and training sessions.
Strict guidelines for what you can and cannot say and play on air.	Act within the broadcasting guidelines as given.
Relevant programming for the 5KIXFM demographics.	Present well prepared programs for your audience.

**HAPPY PRESENTING – THAT'S WHAT WE'RE HERE FOR, RIGHT?**