



Illawarra Community FM
Broadcasters Ltd
6 Ellen St. PO Box 1663
Wollongong NSW 2500
Ph: 02 4227 3436
Email: office@voxfm.org.au
www.voxfm.org.au

MEMBERSHIP APPLICATION FORM

NB: All members must be over 16 years of age. Members under 18 years of age must join with their parents or as a nominated representative of a group or organisation.

Type of Membership: Individual Concession Family Corporate/Group

Individual/Concession:

First Name Last Name

Family Membership:

First Name Last Name

Spouse Name Child Name Child Name

Group or Corporate:

Company Name

Contact Details: (Please enter postal address)

Address

Home Phone Work Phone Mobile Phone

Email: _____

Nominated Representative(s) for Group, Family or Corporate Members: (Maximum 2 People Only)

1. _____ Contact Number: _____

2. _____ Contact Number: _____

If you are associated with a group who are already members, please state their name and describe your association with them:

Occupation:

Employer or Education Institute (if student):

Please list below any experience you have in selecting, preparing and/or presenting material for broadcasting _____

Please indicate if you are interested in assisting VOX FM in any of the following areas:

On-Air Presenting

- Station Duty Officer
- Programming Team
- Fundraising Team
- Production Team
- Sponsorship Team
- Newsletter Team

Technical Support

- Equipment Maintenance
- Technical Repairs
- Music Library
- Research Work for Programs
- Station Maintenance & Repairs
- Grounds Maintenance

If you nominate "On-Air Presenting" as an option, an introductory *Studio Techniques* training session carried out by Vox's training personnel can be arranged at a mutually convenient time. It should be noted the airtime is limited and in high demand, so the availability and allocation of airtime will be at the discretion of the Programming Committee. It is suggested that after this introductory training session, a Program Proposal Form (obtainable from the Administrator) should be submitted to the Programming Committee for evaluation.

Submission of this form is a means by which the committee is able to evaluate expressions of interest by individuals or groups wishing to present "specialist" or "community-access" programs. This proposal will be filed and later activated by the committee should airtime become available in a relevant time-band. It is at this later stage only, that an intensive training program will be scheduled.

Note: Subject to shift availability, individuals may be offered training for the presentation of Station initiated programs (SIPS represents programs traditionally known in radio at "Breakfast, MAYLI, Drive etc).

Please list any qualifications and/or experience in the technical areas of radio.

If you are interested in presenting a program with high music content, what type of music library or music resources do you own or are able to access? Please indicate the style(s) or music.

Fees and General Information – Please read carefully

- Joining Fee of **\$5.50** (one off)
- Annual membership:
 - \$11.00** for casual employed, unemployed, pensioners and students
 - \$27.50** for those persons employed fulltime
 - \$49.50** for Family memberships
 - \$110.00** for Group or corporate memberships
- Airtime Fees are the same amount as your membership fee

The joining fee and the first year's Annual Membership must accompany this application form. The application will be presented at the next Board of Directors Meeting (usually held on the second Monday of each month). If the application is successful, you will receive notification by mail (including your VOX FM Membership Card) and you will be placed on our Membership Register. You will receive a copy of the VOX FM program guide and notices of General Meeting and social events, as they occur.

Please note that AS PER THE CONSTITUTION; membership renewal becomes due and payable on the **1st of July** of each year. Any member who does not pay their membership renewal by the **31st of August** that same year will be removed from the Membership Register. Membership renewals received after the 31st August will entitle the member to be re-instated on the Membership Register but the Member will forfeit voting/nominating rights for a period of three (3) calendar months from the date of receipt of the late membership renewal fee. (See Constitution; Articles 23, 27 and 33).

Copies of the Illawarra Community FM Broadcasters Ltd *Constitution* are kept at the station. Please contact the Station Manager if you wish to peruse this document. Copies of the document can be purchased from the office at a cost of \$3.00. If you would like more information on specific station policies, please feel free to contact the Station Manager, who will arrange an appointment for you with the appropriate Board Member. If this application is not successful, you will be notified by mail and will receive a full refund of the joining fee and first annual membership fee.

THIS MEMBERSHIP APPLICATION MUST BE NOMINATED, SECONDED AND CORRECTLY SIGNED AND DATED BEFORE FORWARDED TO THE SECRETARY at:

Illawarra Community FM Broadcasters Ltd
PO Box 1663
Wollongong 2500

Alternatively, you may bring the form in to:
6 Ellen Street, Wollongong
Mon – Fri from 9am – 5pm

THE NOMINATOR AND SECONDER MUST BE CURRENT FINANCIAL MEMBERS OF VOX FM AT THE TIME OF COMPLETION OF THIS FORM.

I _____ Signature: _____ Member No: _____
(Please print name of nominator)

HEREBY NOMINATE

I _____ Signature: _____ Member No: _____
(Please print name of seconder)

HEREBY SECOND THE NOMINATION

OF: _____
(Please print name of applicant)

FOR MEMBERSHIP OF VOX FM (ILLAWARRA COMMUNITY FM BROADCASTERS LTD)

I, the undersigned, acknowledge that I have read and understood the information set out on page 3 of the New Membership Application Form. If accepted as a member of VOX FM, I agree to abide by the rules and regulations as set down by the Australian Broadcasting Authority; the Community Broadcasting Association of Australia; the Constitution of VOX FM and station policies set or modified by the Board of Directors of VOX FM. I understand that approval of this application for membership of VOX FM does not automatically entitle me to present programs on air.

Signature of Applicant: _____

Date: _____

Office Use Only

Date Application Received: _____

Received by: _____

Amount Paid: _____ Chq/Money Order/Cash

Receipt Number: _____

PRESENTED AT THE BOARD OF DIRECTORS
MEETING HELD ON:

Date: _____

Application: Approved / Not Approved

Signed: _____
(Secretary/Chairperson, Board of Directors, VOX FM)
Illawarra Community FM Broadcasters Ltd

Letter of Approval / Rejection Sent – Date: _____

Entered into Membership Register – Date: _____

Membership Number: _____

Notes:

**ILLAWARRA COMMUNITY FM BROADCASTERS LTD.
T/A VOX FM 106.9
VOLUNTEER AGREEMENT**

VOX FM will present the community a diverse range of programs which will fulfill one or more of the following functions:

- (A) Access to the airways for a wide range of community groups.
- (B) Communication of ideas and information from specialist presenters and guests to a general audience.
- (C) Exploration of ideas and presentation of information not adequately covered by other media.
- (D) Provision of types of music not adequately provided by other Illawarra broadcasters such as Country, Jazz, Classical, Heavy Metal, Old (non-current) Popular music, and the music of Illawarra's ethnic minorities.

The Program Committee, consisting of members and presenters, is responsible for all programming and recommends policy directly to the Board. The Board has the power to veto decisions made by all VOX FM committees and will determine the structure and composition of those committees.

Programs will emphasise and encourage Australian content where appropriate.

The station reserves the right to broadcast, at appropriate times, subject matter and language which some people may find offensive, if such usage is considered appropriate, and justified in context.

Non English language programs must consist of at least 50% spoken words. The music content of Station Initiated Programs must follow the program committee guidelines.

Program presenters will not broadcast material which may stereotype, vilify, demean or incite or perpetuate hatred against any person or group because of their ethnicity, nationality, race, sexual preference, gender, religion, age or physical or mental disability.

Programming will observe all relevant laws, regulations and standards applicable to Community Broadcasting in adherence to the Community Broadcasting Code of Practice as provided by the Community Broadcasting Association of Australia (CBA).

PROGRAMMING AGREEMENT

Program presenters, members and staff, at VOX FM agree to the following policies:

All program presenters must be FULLY paid up members of Illawarra Community FM Broadcasters Limited, including all Broadcasting levies, etc.

Airtime fees must be fully paid in compliance with the option selected by the broadcaster. If these fees are more than thirty (30) days in arrears, the program will be suspended until fully paid. This could mean that the time slot could be re-allocated.

Program presenters will abide by board and sub committee policy decisions and guidelines relating to the operation of the station, including the dispute resolution process and to abide by the Broadcasting Services Act 1992 and the Codes of Practice as set by the (CBA) additional copies are available from the office or on the CBA website at www.cbaa.org.au

Members and staff are to accept responsibility for station facilities and equipment while on the premises; this also applies to equipment which has been signed out on loan from the station.

All loans of equipment **must** be accompanied by a signed loan agreement form and signed in and out to members by the office staff. In the event of damage or misuse of equipment, the cost of repairs will be CHARGED to the member who has signed the equipment out.

All equipment must be treated with DUE CARE. Equipment problems and or faults are to be logged in the studio faults log book, during or at the end of each program. The station staff must be informed of the fault at the earliest possible opportunity.

If a presenter is in doubt whether or not material may be in breach of the stations broadcast policy or laws, the Presenter **MUST** refer the material to the Station Manager for approval before it is broadcast.

I UNDERSTAND AND AGREE TO THE FOLLOWING

I Shall

- 1) Abide by the community radio codes of practice and legislation relevant to community radio
- 2) Attend volunteer training sessions where applicable
- 3) Abide by VOX FM Board and sub committee policy decisions and guidelines relating to the operation of the station, including the Dispute Resolution Process and Code of Conduct, and to abide by directions given by paid staff.
- 4) Treat all information and records relating to the station as confidential.
- 5) Make a positive contribution to the organisation with no expectation of remuneration, reward or paid employment.
- 6) Respect the rights and dignity of others, volunteers, paid staff and visitors at ALL TIMES and to act in a friendly and courteous manner.
- 7) Undertake tasks, duties and responsibilities in a professional manner.
- 8) Understand that any work produced as a VOX FM volunteer will remain the property of VOX FM.
- 9) Understand that there is ongoing supervision and appraisal of voluntary activity and that there will be a regular assessment and review of my volunteer status.
- 10) Understand that there will be a three-month probationary period for new volunteers.
- 11) Accept that NO drinking or eating is permitted in the studios and that meals can be taken in the library.
- 12) Accept that NO smoking is permitted anywhere within the station building in accordance with federal government health regulations.
- 13) Understand Presenters shall be on the station premises at least 15 minutes before their program is scheduled to start, except where prior notification has been given and agreement made with the Station Manager, who is empowered by the board to take appropriate remedial action.
- 14) Understand that the studio to be kept neat and tidy at all times. Rubbish to be placed into the bins provided.
- 15) Understand that Presenters are to play ALL scheduled sponsorships during their time on air and a fine will be imposed for missed sponsorships and further action will be taken for persistent breaches.
- 16) Accept that Programs signed to Option B agreements ARE REQUIRED to participate in non-broadcast station activities. (Examples - fund raising, duty officer shifts, cleaning etc).

I the undersigned understand and agree to abide by these conditions.

Name

Signed

Date/...../.....