



## Programmer's Agreement Houston Community Services - Houston

review the basic responsibilities which each programmer must fulfill in order for the station to operate smoothly for all volunteers and listeners. Programmers who are unable or unwilling to adhere to these requirements will be required to meet with the Board of Directors and may have their program or membership suspended.

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### In the area of Programming you agree to:

- Ensure all programming requirements are met to meet our promise of performance to the CRTC (see Orientation Manual).
- Make an effort to do your show as it is scheduled. If you are unable, you will attempt to find a guest host (that has been properly trained by CICK and has signed this agreement). If you know you will be missing some shows, you will notify the Station Mgr.
- Ensure Playlists are completed in full for every show within 24 hours after your show.
- Treat the equipment with respect, keep the studio clean, have no food/drink at the console and no smoking in the building.
- No pets allowed in studio to reduce allergy issues
- Review and adhere to all policies and procedures as found in the Orientation Manual.

### In the area of Station Development you agree to:

- Attend occasional meetings or supplementary training sessions if requested.
- Participate in membership drives or fundraisers for the station if possible.
- Put in occasional volunteer time or take on a volunteer role to assist in the operation and development of the station (we are looking for a commitment of helping in two events or station operations a year).
- Treat Houston Community Services staff & patrons and CICK volunteers & staff with respect and be as cooperative and flexible as possible.

### In the area of Building Security you agree to:

- Supervise any guests you invite and ensure they adhere to all rules and policies. (*Guests should only be in the space if they are contributing to the content of the show.*)
- Report any problems, strange occurrences, emergencies or concerns to the Station Mgr or Angelique Batley (250-845-3484 / [coordinatorhoustoncsa@gmail.com](mailto:coordinatorhoustoncsa@gmail.com)).
- Ensure you do not disrupt other people in the building [enter/exit, volume levels].
- Follow procedures for entering and exiting the building, arrange to use equipment with Angelique.
- Respect the confidentiality of those accessing Houston Community Services (people access for many different reasons, please do not disclose who you see in their space).
- The understanding that any incidents that endanger the society's arrangement with Houston Community Services, or damage or misuse of Houston Community Services property, may result in revocation of your membership, and broadcasting privileges.

I, \_\_\_\_\_ have reviewed this contract and agree to its content.

I, \_\_\_\_\_ have reviewed the Programmers Manual and agree to its content.

Signature \_\_\_\_\_ Date \_\_\_\_\_