

Soar Sound Volunteer Engagement Policy

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1 Document Information

Policy: Soar Sound Volunteer Engagement Policy

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Equality Impact Assessment Completed: No

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Implementation Date: 9th March 2024

Planned Review Date: 5th April 2024

Author: Ian Green (People and Volunteer Engagement Director of Soar Sound)

Soar Sound's Safeguarding Officer:

Policy Validity Statement: Policy users should ensure that they are consulting the currently valid version of the documentation. This document will be reviewed one year from its issue date.

Approval: The policy will remain valid, including during its period of review. However, the policy must be reviewed next year and afterwards at least once in every three-year period.

2 Introduction

This policy sets out how Soar Sound will fulfil its statutory duties and responsibilities effectively, both within its own organisation, and for the affiliated groups and members that help with Soar Sound's not-for-profit vision and public purpose objectives.

2.1 Vision

Soar Sound seeks to provide broadcast radio and other online and legacy media services that are not for private gain, with any surplus or assets used principally for the benefit of the community.

2.2 Objects

The objects of the company are to carry on activities which benefit the community and in particular (without limitation) to carry out radio broadcast and media production services that will benefit communities resident in Leicester and Leicestershire, and in particular, and without limitation, with a focus on public education, wellbeing, mental health, economic development and employment.

Soar Sound supports all services, projects and activities that meet our not-for-profit objectives, as above, through offering publicity in our Soar Sound radio service and other media services.

3 Purpose of the Policy

Soar Sound aims to provide the best possible advice, support, and services to their individual and group. The Board of Directors of Soar Sound are accountable to Companies House and the CIC Commissioner. We value the contribution made by volunteers, and seek to enhance the experience of all contributors to our activities by:

- Acting within the Soar Sound governing document and the law by being aware of the contents of the Soar Sound governing document and the law as it applies to Soar Sound and all registered not-for-profit organisations.
- Acting in the best interest of the Soar Sound by considering what is best for the Soar Sound and its beneficiaries and avoiding bringing it into disrepute.
- Managing conflicts of interest effectively by registering, declaring, and resolving conflicts of interest.
- Not gaining materially or financially unless specifically authorised to do so.
- Respecting confidentiality and understanding what confidentiality means in practice for Soar Sound, its board and the individuals involved.
- Having a sound and up to date knowledge of the organisation and its environment and understanding how the Soar Sound works and the environment within which it operates.
- Attend meetings and other appointments or give apologies, and fully engaging in discussions and decision-making processes in a respectful and collegiate manner.
- Prepare fully for meetings and all work for the Soar Sound by reading papers, querying unclear or difficult things, and thinking through issues in good time before meetings.
- Actively engaging in respectful discussion, debate and voting in meetings by contributing positively, listening carefully, challenging sensitively, and avoiding conflict.
- Acting jointly and accepting a majority decision, while making decisions collectively, standing by them, and not acting individually unless specifically authorised to do so.
- Working considerately and respectfully with all volunteers, stakeholders and members of the public, by respecting diversity, different roles and boundaries, and avoiding giving offence.

4 Project Objectives

Soar Sound runs a number of projects that are dependent on voluntary contributions and collaboration, including:

4.1 Local Information and Identity

Delivery of the Soar Sound as a community radio station to residents in Leicester and Leicestershire, to inform them of groups and activities that are working towards the vision. This means:

- Using the Soar Sound, its website and social media channels as the principal form of media promotion and engagement for all Soar Sound activities.
- Promoting activities that are for the benefit of the residents of Leicester and Leicestershire.
- Establish partnership opportunities based on integrity and trust.

5 Future Planning

In developing the activities of Soar Sound and meeting our not-for-profit purposes, volunteers may be asked to work in partnership with other organisations, to undertake training and to take direction as required for the safe completion of any activities we are required to complete. This may include:

- To work with other voluntary action groups and organisations.
- Undertake training to ensure directors and volunteers are able to fulfil the duties associated with the different roles and responsibilities.
- To work with other voluntary organisations to review and evaluate all Soar Sound policies including, safeguarding volunteers who work with Evington in Bloom and the Soar Sound
- To identify any specific skills, through an appropriate audit, that directors, stakeholders, and volunteers may require in the implementation of routine administration and project-based tasks.
- To identify and report to directors and members on the requirements of any projects being discussed and developed in partnership with Soar Sound.
- To identify any suitable grants and/or fundraising opportunities that would support and benefit the projects and development of Soar Sound.

6 Monitoring and Review

Soar Sound will monitor and evaluate the information that is appropriately collected in relation to the volunteer engagement duties, and will make periodic reports to the Trustee Board, making recommendations for improvements and changes to the Soar Sound's activities and communications.

Signed: Ian Green

Position: People and Volunteer Engagement Director

Date: 9th March 2024

Review Date: 5th April 2024

Soar Sound