

## **Policy on Returning to Air After Time Away**

Revised May 2025

ArtSound's volunteers, including its Board, Program Committee, and Standards and Training Committee, welcome requests from former presenters in good standing to return to air. The Committees and the Board have agreed on a policy that should help such returning volunteers, at the same time as it ensures ArtSound's quality of presentation and the appropriate conduct of volunteers.

This policy sets out ways that ArtSound will pursue those aims.

ArtSound's Program Committee and Standards and Training Committees will collaborate to ensure that returning presenters are supported as they come back up to speed on studio procedures as well as general station practices, especially those that may have changed since the presenter stepped away — they certainly will have changed, once the new consoles begin to come on line.

The two Committees will assume that returning presenters will have retained a range of skills — some will need little refresher guidance, others may need quite a bit as they recover their earlier competencies.

In light of that, the Committees, acting together, will seek to gauge the returning presenters' needs, and to support them as they return to full competency.

This assistance will take various forms. The Committee members will talk to the returning presenter to gauge what the presenter may need or wish to know.

The committee members may then choose among a variety of support activities:

1. attend one of the returning presenters' studio practice runs of about 30 minutes with a few mic breaks (announcing of music played, station announcements, etc.)
2. re-introduce the presenter to the purpose and functioning of running sheets and such procedures as switching between studios
3. walk the presenter through security procedures
4. inform the presenters on which programs currently need additional presenters, and introduce returning presenters to program coordinators. This will help to ensure optimal, orderly coverage of the program grid.

The Committees will assist returning presenters for up to three months, as needed. To gauge readiness, they will use such tools as the Self-Assessment Tool (Tips & Tricks for Radio Presenters) is used to assist current presenters and trainees). That tool can guide presenters and mentors to address skills that may need refreshing.

Support and mentoring can include, e.g., a member of the Program or Training committees or the program team's coordinator sitting in with the returning presenter during their first one to three broadcasts, as needed.

Only if the presenters prove unable to adequately fulfill a presenting role within three months will the Committees' representatives discuss with the presenter whether it is wise

for them to continue, or perhaps undertake another volunteer role within the organization. (That decision will, in any case, rest with the Program Committee.)

Otherwise, the presenters will be considered to have returned to the regular roster.

The Committees will inform the Board of the outcome of this collaboration.

The Committees will also ask the returning presenters to sign anew the ArtSound Volunteer Agreement and its expressions of ArtSound's ethos and broadcast philosophy.



## **Tips and Tricks**

## **for Radio**

## **Presenters**

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