

Community Broadcasting Foundation

Volunteer Recognition & Appreciation Policy

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Approval Authority	CBF Board / CEO
Advisory Committee	Finance, Audit and Risk Management (FARM) Committee
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Next review date	October/November 2026

Purpose of the Volunteer Recognition & Appreciation Process

As our [Volunteer Statement](#) affirms - Volunteers sit at the heart of the CBF. Their knowledge, expertise and passion for community media is central to our decision-making, ensuring our grants reflect the many perspectives, people and communities our sector serves.

The contributions of all volunteers to the CBF are highly valued by our organisation. Given that a key to volunteer retention is appropriate recognition, every effort will be made to thank volunteers and recognise their contribution.

This Volunteer Recognition & Appreciation Policy is intended to provide a framework for ensuring CBF volunteers feel valued and respected by our organisation and that their work is important, meaningful and a direct contribution to the CBF's strategic goals and vision - 'Community broadcasting is at the heart of every community.'

Operation of the Volunteer Recognition & Appreciation Process

For the purposes of this policy, recognition is defined as public display of admiration and respect for an individual's or group's achievements. Appreciation is different and defined as a more personalised feeling or expression of admiration, approval, or gratitude.

Currently, recognition is shown to volunteers using the following strategies:

- [CBF Volunteer statement](#) published on CBF website
- Reference to the importance and value of CBF volunteers in our [Strategic Plan](#)
- Reference to the importance and value of CBF volunteers in key publications – Annual Report, DITRDC report
- 'Meet our assessor' stories published on CBF website and social media
- Stories and profiles for 'National Volunteers Week' published on CBF website and social media
- CBF volunteer survey and Assessor Feedback survey conducted annually and results shared
- Farewell and thank you stories published on CBF website and social media.

CBF volunteers are shown they are appreciated using the following strategies:

- Gifts and farewell events for retiring Board and Committee members based on length of service
- 'Hard working assessor' mugs for first assessor to complete assessments each round
- Assessor awards following each round
- CBF badge for all retiring assessors
- Handwritten cards for illness, bereavement, weddings, babies, special occasions
- Regular communication with volunteers throughout the year
- Thank you's to volunteers for their work directly, internally and publicly.