

Presenter's on air Policy

There are often times when Presenters will do more than 1 programme per week.

To date, all matters relating to this rostering have been by word of mouth or understanding but has never been written down.

This Policy created by COM will clarify all aspects of this and make it easier for everyone to follow.

- 1 Only 2 shows per calendar week unless in an emergency situation (within 24 hours) when a 3rd programme may be scheduled by Roster Co-ordinator – this will ensure good programming at all times.
- 2 Programmes not counted in the 2 programmes per week include
 - Saturday 6 – 10 pm and
 - The Community Interview Programme (Thursday 9 to 10.30 am) when interviews are being done (if no interviews this will be treated as a “Music Box” programme and counted as a programme – refer 1 above)
- 3 An overnight programme with talking is regarded as a programme.
- 4 Presenters should not do 2 programmes in the same timeslot on any 2 consecutive days (2 days in a row) unless the programmes are totally different in style (eg Country one day, Gospel the next)
Also Presenters should never do 2 programmes in any one day unless in extreme emergency
- 5 The Roster Co-ordinator is answerable to the COM and can discuss with any office bearer (Executive) if advice is required at any time.
- 6 The Roster Co-ordinator will be permitted to have some leniency to vary the roster to suit in times of Presenter shortage (ie Christmas or Easter) or in a less than 24 hours emergency shortage (if someone cannot attend due to sickness etc)
- 7 The Roster Co-ordinator is a member of the Programming Committee (PC) by right of their position and is also the link between PC and Training Committee as new Presenters come on board.
Also the Roster Co-ordinator will keep the PC abreast of all matters pertaining to the smooth running of the programmes put to air on 2 Air FM
- 8 Onus is on the Presenter being asked to do a replacement programme to ensure that they are doing no more than the designated number of programmes in any one calendar week (calendar week is defined by the sheets produced weekly)