

## **POLICY No. 11**

### **PROGRAMMING COMMITTEE**

#### **Preamble**

This policy for the Programming Committee sets out the aims, objectives and rules by which it operates

For this document the following definitions will be :

COM – Committee of Management

PC - Programming Committee

#### **1 Structure**

The PC is made up of seven (7) people as follows :

Five (5) elected members

One (1) representative from Committee of Management – nominated by COM in an advisory role only .

The Roster Co-ordinator – the current person organising the rosters.

#### **2 Authority of the PC**

- 1) It is an advisory and consultative committee which reports to the COM.
- 2) Whilst the COM can veto any decision, it should be assumed that matters relating to operations for programming and the PC review will be approved providing accepted consultative practices have been adopted.
- 3) The role of the COM member is primarily to ensure decisions and plans are compatible with the ethos and current management practices and policies of the station and to report to the COM.
- 4) The PC will decide if it wishes to choose a Chairperson/ spokesperson/leader from within the PC members.
- 5) This person will be responsible for reporting to Presenters' Meetings etc.
- 6) The COM member will not be a candidate in the choice for Chairperson .

#### **3 Role of the PC**

PC operates at 3 levels –

- 1) **HOLISTIC** – vision for the future, new ideas, concepts, expanding our role in the community
- 2) **MANAGEMENT AND OPERATIONS** - ensuring the programs are in the best time slot, review of current scheduling and program content
- 3) **REVIEW** - ensuring standards are being met, addressing complaints and concerns

All decisions and changes must be driven by our commitment to the station's music ethos which is generally "Easy Listening " as can be found in all genres of music including "Country".

#### **4 Election of members :**

- 1) Members are elected for a period of 1 year but are eligible to stand for re-election
- 2) Nominations forms are issued in June each year and a secret ballot is held with the result being notified in mid July. Refer Appendix A for a copy of the Nomination Form
- 3) Must be a volunteer of 2 Air FM for at least 6 months to be eligible to nominate for election to PC
- 4) Volunteer means a member who is either a Presenter or is a member of the Office Staff
- 5) The PC Meeting in August will be the first meeting for the new Committee
- 6) In the event of an elected member subsequently being elected to the COM at the following AGM, that person will continue for his elected term of office but will be ineligible to stand for election at future elections whilst a member of COM
- 7)
  - a) If a vacancy occurs or a member of the PC dies, resigns or retires, the COM will seek expressions of interest via a notice to all eligible persons with a time limit just prior to the next COM Meeting
  - b) If more than one (1) person expresses interest in this position, a "Selection Committee" comprising of 1 x COM Member and 2 x PC Members will discuss and decide on the successful person.
  - c) This decision will be conveyed to the candidate by PC Chair in writing
  - d) This person will hold office until the following election (in June/July) when all positions are declared vacant (as per the COM elections at AGM – refer to Rule 19 (1) )
  - e) Letters to be written by PC Chair to any unsuccessful persons and a notice to be placed on the PC Noticeboard
  - f) Any person so appointed may nominate for election at the subsequent PC elections
- 8) If a member of PC resigns from their position, they will not be eligible to nominate for election at the following ballot (June/July each year)
- 9) Leave of Absence can be granted for up to 3 meetings at the discretion of the other members of PC

#### **5 Duties of the PC :**

- 1) Their prime duty is to ensure that the "Sound" of 2 Air FM is in unison with our precepts , both in music suitability and presentation

- 2) To update presenters with any requirements that may change from time to time
- 3) To ensure that all presenters are treated with respect and amicability and that each and every Presenter feels uplifted and worthy of their position
- 4) To ensure that any communication from a Presenter to PC in relation to any matter within the jurisdiction of PC is dealt with in a timely manner and the presenter is notified of the result of the deliberations
- 5) To make recommendations to COM on any matters the PC feels need clarification or changing in regards to matters relating to PC operations
- 6) If a Presenter requires counselling re either their presentation or music content, this must NEVER be done while that person is “on air” or immediately before or after their programme unless it is a major matter when time is of the essence.
- 7) Members of the PC must **not** counsel presenters unless it has been arranged at a meeting of PC and a particular person is nominated for the task - that person will report back to next PC meeting or via email to all PC members if matter is urgent.
- 8) All correspondence between particular presenters and PC should be organised by the Chair of PC, especially if the matter is contentious

## 6 Meetings

- 1) Meetings of the PC are held monthly, presently on 2<sup>nd</sup> Tuesday of each month starting at 9.30 am in the meeting room at 24 Glenreagh Street, Coffs Harbour
- 2) This date will be ratified or changed as seen fit by the new PC at their August meeting (the first meeting of the new PC each year)