

MUSIC BROADCASTING SOCIETY OF SA INC

COORDINATION COMMITTEE

The purpose of the Committee is to support the Station Manager in the ongoing management and operation of the station.

The Committee will meet at least monthly, no less than one week before the monthly Board of Directors' meetings.

The Committee will consist of the Station Manager (Convenor) and seven Coordinators (or their representatives).

The seven Coordinators will oversee and report on activities within the key functional areas of:

- Programming and Standards
- Human Resources
- Technical and Operations
- Administration
- Marketing and Communications
- Sponsorship and Fundraising
- Finance and Membership

Each Coordinator will report in writing on their area of responsibility. The Station Manager will draw on this information in compiling his/her report for the Board of Directors.

When vacancies occur, nominations will be called for, and a selection committee comprising, at a minimum, the Station Manager and the Human Resources Coordinator will make the final decision.

The responsibility of the Coordination Committee is to:

- work cooperatively, using consensus to reach agreements
- prepare a budget submission for consideration by the Board of Directors
- implement Board of Directors' decisions
- make decisions within the parameters of its delegated authority
- make recommendations to the Board of Directors in areas beyond its delegated authority
- establish cross-area task groups to address specific issues as required

The responsibility of the Station Manager to the Coordination Committee is to:

- ensure that Broadcast Law and CBAA Codes of Practice are adhered to
- report regularly to the Board of Directors and in doing so to comment on any significant issues in the various departments
- advise Coordinators of decisions of the Board of Directors, and check that the decisions are implemented
- work with one or more Coordinators to resolve cross-group boundary issues
- monitor the expenditure that is within the delegated authority of each Coordinator
- implement the policy of the Board and be the ultimate Arbitrator where necessary.

The responsibility of each Coordinator is to:

- make decisions within their delegated authority (as set out in the position description)
- work within their delegated budget
- seek advice from the Station Manager on matters of Broadcast Law and CBAA Codes of Practice
- appoint and train a deputy to provide back up, and to act as Coordinator when needed
- establish work-groups for the specific tasks within their area of operation
- establish Committees or ad-hoc sub-Committees for particular purposes
- work collaboratively with their respective workgroups to ensure that their area of operation functions smoothly
- ensure access, equity and transparency in the working of their groups
- consult with their workgroups before the Coordination Committee meets, ensuring that all viewpoints are represented
- provide feedback to their workgroups from the Coordination Committee meetings

The seven Coordinators and their areas of responsibility are to:

1 Programming and Standards

- chair the program committee, with the Station Manager as an ex officio member
- establish standing committees to deal with specific areas of responsibility
- develop and maintain the Station's program schedule
- develop and review program guidelines/descriptions and other programming policies
- ensure that Arts Diary and Jazz Diary are prepared and presented as required
- ensure that the Program Guide is published monthly
- train new presenters, program preparers and panel operators
- ensure that presenters, program preparers and panel operators are advised of and trained in any changes to equipment and software
- monitor presenters' performance
- call meetings of presenters, program preparers and panel operators, from time to time, to discuss specific and general issues
- appoint a Coordinator to manage the identification, recording, production, auditing and broadcast of local performances

2 *Human Resources*

- oversee the recruitment and induction of new volunteers
- allocate volunteers to functional areas
- coordinate general training and professional development for volunteers
- oversee the resolution of disputes and the management of grievance procedures
- prepare and maintain Position Descriptions
- manage the process of selection panels
- prepare and manage contracts
- ensure that there is succession planning for volunteers
- support the Station Manager to ensure that the station meets Occupational Health and Safety requirements
- develop HR policies to ensure compliance with the CBAA Codes of Practice and Broadcast Law
- ensure that the Induction Policy of the station is carried out

3 *Technical and Operations*

- oversee the acquisition and maintenance of transmission, studio, recording and IT equipment
- prepare an annual budget for equipment upgrades and replacement
- oversee the DRS process and ensure that there are programs for broadcast in the absence of a live program
- oversee the management of IT systems

4 *Administration*

- oversee the cleanliness and safety of the premises with particular attention to issues of health and safety
- ensure that appropriate volunteer amenities are provided
- oversee housekeeping and gardening activities
- organise and oversee Reception volunteers
- ensure the procurement of required office management supplies

5 *Marketing and Communications*

- develop and implement appropriate marketing strategies to promote awareness of 5mbs and 5MBS events in the community
- manage and organise member and volunteer communications (including the *Fine Music* newsletter)
- develop and manage member benefits
- manage special station and community events e.g. the Annual Dinner
- manage the design, maintenance and content of the website
- monitor feedback and listener comments, collate and report on them
- monitor and develop program and station on-air activity
- the Marketing and Communications Coordinator must liaise with the Sponsorship and Fundraising Coordinator

6 Sponsorship and Fundraising

- supervise any opportunities to seek, obtain and maintain paid sponsorships
- manage fund-raising
- manage and organise donations, bequests and the planned giving program
- manage the annual Membership Drive/Radiothon
- establish and manage a calendar of fund-raising events
- manage the preparation and scheduling of sponsored promotions and ensure that presenters adhere to the promotion schedule
- the Sponsorship and Fundraising Coordinator must liaise with the Marketing and Communications Coordinator

7 Finance and Membership

- manage the station's finances and ensure that expenditure and income are within approved limits
- oversee the expenditure of Coordinators within their delegated authorities
- ensure that appropriate bank accounts are established and oversee that appropriate operators are approved and registered
- ensure that moneys received are banked regularly and that accounts outstanding are paid on time
- prepare a monthly financial report to the Coordination Committee and the Board of Directors
- prepare an annual budget for consideration by the Board of Directors
- prepare the Annual Financial Report for the Auditor
- implement any changes required by the Auditor
- maintain a Forward Capital Planning database
- maintain and develop the membership database
- prepare welcome packs for new members
- ensure that members receive subscription renewal notices