

position:	<b>PROGRAMMING COMMITTEE</b>
reports to:	JOY Board
composition:	selected members (up to 6) JOY Board representative broadcast manager music team coordinator news & current affairs director
status:	volunteer
expectations of volunteer hours	4-6 hours per month – minimum expectation to attend monthly meetings and provide other support to the committee process
term:	2 years
definitions:	known as <b>JOYpc</b> – the Programming Committee is a sub-committee of the JOY Board

*JOY 94.9 is a high profile community radio station in Melbourne, the station is looking for an enthusiastic and reliable person to join our team of volunteers for a station that is truly unique in the Australia media landscape.*

### the Programming Committee:

1. report directly to JOY Board
2. work collaboratively with broadcast manager
3. members attend regular meetings - at least monthly
  - membership of the PC should be reflective of the diversity of the community we serve - it should consist of, where possible, program makers with a minimum of 12 months broadcast (presenter, producer, or other appropriate) experience, of varying ages from a wide range of shows from varying timeslots.
  - members to the PC should be selected based on the following criteria:
    - a demonstrated commitment to the station and the values of the organisation; and
    - recognition by peers as having a broad knowledge of, and understanding and respect for the community we represent.
  - members to the PC should be well versed in all JOY guidelines and documentation, CBAA codes of practice and relevant legislation.

### position overview - the purpose of the committee:

the primary function of the Programming Committee is a consultative and coordination group working collaboratively with the broadcast manager to ensure program content is creative, effective, appropriate and aligned to the purpose and values of JOY 94.9

*members of the committee may perform any of the following tasks:*

### key responsibilities

#### programming (70%)

- providing creative and effective programming advice to ensure program content is appropriate and aligned to JOY purpose, values and mission
- developing and documenting the overall programming policy
- developing and documenting the policy for broadcast standards and content
- reviewing program content, including JOY news and advise on the development, implementation, and continuous improvement of program content to maintain balance and community appeal
- monitoring JOY sound presentation and format and advising on the development and maintenance of the sound/format
- monitoring the quality of on-air presentation
- monitoring/advising on the balance of relevant content across the program grid
- developing/maintaining the policy/procedures for the submission of programming ideas
- advising on the development/maintenance of processes for listener feedback - contributing in the development of station surveys
- analysing listener feedback/surveys
- reviewing new program proposals

#### committee (15%)

- ensuring committee resolutions are actioned
- monitoring and management of any programming risks and opportunities
- attending JOYpc meetings
- following normal meeting procedures, including taking of meeting minutes
- managing the resolution of committee issues
- ensuring effective flows of communication within JOYpc team
- attending to correspondence and sundry committee tasks
- discreet handling of confidential and sensitive matters.

**general (15%)**

- acting as a mentor to program makers (as required)
- offering consultation, advice and provision of feedback to the program team
- sharing feedback with broadcast manager, referring programming complaints to broadcast manager, referring other complaints / issues to the general manager.

**(other - all volunteers)**

- undertaking research to develop resources, information and material to use for various team activities
- attending to correspondence; sundry office and administration tasks; filing; and ad-hoc tasks allocated
- assisting with arrangements for station promotions, special and ad-hoc events
- referring complaints / issues to team manager or general manager
- all position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards, and:
  - ensure adherence to the JOY Melbourne Inc. constitution
  - comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.

**key selection criteria**

**required skills / knowledge** - contribute to the success of JOY94.9 through:

- committed self-starter
- team oriented; demonstrate that cooperation will result in the best outcome
- sensitivity and understanding of our community
- excellent interpersonal skills; communicate effectively with a variety of people across a broad spectrum
- experience in the broadcast media (preferred) - in community radio - or other community organisation
- experience in radio programming (preferred)
- sound supervision skills, including performance review process (respecting the rights / responsibilities of volunteers) - good coaching skills
- marketing and promotion experiences, including survey development/analysis (preferred)
- sound written and verbal communication skills, including script & editorial writing (optional)
- sound administration, organisational and time management skills
- experience in policy development.

**academic qualifications / technical skills**

- not applicable

**other**

- all volunteers are required to be a financial member of JOY and maintain the membership during the term of their volunteer status - membership of JOY 94.9 is governed by the JOY constitution - a copy of the constitution is available from the JOY website.

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**application process:**

- request an application form by email to [joypc@joy.org.au](mailto:joypc@joy.org.au)
- return application to [joypc@joy.org.au](mailto:joypc@joy.org.au) or via post
- we will contact suitable applicants

**JOY melbourne inc.**

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