JOY PROGRAMMING COMMITTEE

introduction

1   the signature sound of the station, the enthusiasm and dedication of the volunteer (and paid) presenters and the consequential impact of that on sponsorship, fundraising and radiothon; make the JOY Programming Committee (**PC**) one of the most important committees in JOY 94.9.

2   members of the PC, to be selected by the JOY Board based on the criteria below, will need to be dedicated and enthusiastic in their approach to the ongoing sound of the station.

eligibility criteria

3   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. It should consist of 10 members.

4   members to the PC should be selected based on the following criteria:

    4.1   a demonstrated commitment to the station and the values of the organisation; and
    4.2   recognition by peers as having a broad knowledge of, and understanding and respect for the community we represent.

5   members to the PC should be well versed in all JOY guidelines and documentation, CBAA codes of practice and relevant legislation.

membership & tenure

6   membership to the PC is for a term of two (2) years.

7   membership to the PC comprises the following:

    7.1   six (6) presenters as selected by the JOY Board, as recommended by the PC; and.
    7.2   music team coordinator,
    7.3   news & current affairs director,
    7.4   broadcast manager,
    7.5   JOY Board representative.

terms of reference

8   the PC should meet at a minimum of 12 times a year to discuss programming committee business.

9   minute all major discussions and recommendations; and these to be tabled for ratification by the JOY Board.

10   the JOY Board representative to report pertinent programming decisions to the JOY Board.

11   there are six (6) key broad areas which the PC is responsible for:

    11.1   monitoring on-air programs;
    11.2   support, mentoring and development of presenters;
    11.3   recommendations for program submissions;
    11.4   regular program reviews;
    11.5   surveys of members and listeners;
    11.6   policy development, and programming policy and review.

terms of reference
JOY programming committee
vDEC2010

monitoring

12   the PC is responsible for monitoring current JOY 94.9 programs to identify:

12.1   outstanding programs and presenters;

12.2   possible mentors;

12.3   identifying presenters for outside broadcasts at JOY events;

12.4   shows or presenters that require training;

12.5   where additional support is required;

12.6   areas for improvement generally;

12.7   breaches of JOY guidelines and CBAA requirements; and

12.8   presenters who are not members.

13   in addition, the PC should monitor other radio stations, etc to identify ideas for possible shows in the future.

14   the PC can and should obtain feedback from staff and other presenters on all of the above issues.

support

15   the PC should endeavour to provide support for programs. Support should consist of:

15.1   regular contact with program coordinators and presenters;

15.2   suggestions for improvement for programs;

15.3   encouraging presenters to undertake training;

15.4   informing presenters of breaches of guidelines, CBAA / ACMA requirements and membership requirements.

recommendations

16   normally in addition to their report, the PC should make recommendations to the JOY Board (as and when necessary) as to:

16.1   the make-up or changes to the program grid;

16.2   consultation with the broadcast manager;

16.3   any ongoing issues that the PC is unable to resolve or any initiatives that require JOY Board approval.

selection and recommendation of new committee members

17   the PC is to participate in the selection and recommendation of new committee members to:

17.1   identify and invite potential applicants to the PC;

17.2   review and discuss applications - (if necessary) interview applicants;

17.3   make recommendations to the JOY Board.

discharging the PC terms of reference

18   in discharging their terms of reference, the PC should:

18.1   actively listen to a wide range of shows on JOY 94.9 and other radio stations;

18.2   utilise external and internal resources;

18.3   engage in direct dialogue with presenters and staff; and

18.4   where relevant engage in direct dialogue with relevant industry experts.

dispute resolution

19   where an issue or dispute cannot be resolved (with or within the PC) it is to be referred to the general manager (utilising the standard policy and process for grievance procedures - internal complaints & disputes).