

## JOY 94.9

Level 9, 225 Bourke Street,  
Melbourne VIC 3000  
T 03 9267 6000  
E BroadcastChair@joy.org.au  
joy.org.au

Out.  
Loud.  
Proud.

## ROLE DESCRIPTION

### Broadcast Compliance Committee (JOYBCC) – General Member

Composition Of Committee:	<b>Board representative - Chair</b> <b>Board representative - Deputy Chair</b> <b>CEO</b> <b>Program Director</b> <b>Operations Manager</b> <b>2 General Members</b>
Status	Volunteer
Expectations of volunteer term	2 years
Location	Station premises
Training provided	JOY induction



JOY 94.9 – Australia’s only LGBTI radio station is a high profile community station located in Melbourne and streaming live around the world, JOY is managed by a small team of paid operations staff and powered by 300 volunteers. The station is looking for enthusiastic persons to join our team of volunteers. The position is best suited to a person who is well organised and good communication skills to work for a station that is truly unique in the Australia media landscape.

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.

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.

### Purpose of the Committee

JOY operates with a Sub Metro license provisioned and governed by the Australian Communications and Media Authority (ACMA) and with the sector support from the Community Broadcasting Association of Australia (CBAA) and the Community Broadcast Foundation Ltd. (CBF). There are a range of requirements that JOY must adhere to in order to retain their license and every 5 years, JOY must re-apply for their license to be renewed.

JOYBCC has delegated authority of the JOY Board to endorse industry reporting and license renewal applications. The JOY Broadcast Compliance Committee’s responsibilities include to:

- Approve the grids, as recommended by the Program Director, before they go to air, with focus on the number and type of program proposals across the diversity indicators and the ACMA licence categories
- Quarterly Reporting to the Board on the JOY programming performance against the licence requirements and the JOY Strategic Plan KPIs
- Monitoring relevant risk and quality assurance
- Commissioning the annual survey of listeners and using the results to inform future program grids



- Report systemic problems to the Board for consideration of remedial action such as resource allocation or other measures for rectification
- Review JOY's policies and processes for licensing compliance as set out by ACMA
- Lead the periodic license renewal process
- Develop a Quarterly Review Risk matrix to recommend ongoing requirements
- Periodically review industry contact matrix
- Endorse industry and compliance reporting (e.g. APRA, apparatus license renewal etc)
- Making recommendations to the JOY Board on nominations for the Addam Stobbs Broadcast Excellence Award
- Facilitate twice yearly consultations with volunteers to facilitate discussion and decision-making on initiatives and issues with the purpose of determining the strategic and operational direction for JOY programs.
- Approve strategies to improve the diversity of programming.

Note that quality assurance is the responsibility of the Program Director and the Operations Manager with the role of the JOYBCC to be to consider any significant issues that warrant changes to policies or processes.

### **Membership and Tenure**

- General members of the JOYBCC are appointed for a term of two (2) years.
- The position of a General Member of the committee becomes vacant if the General Member:
  - Resigns in writing to the Chair, before the end of the member's term
  - Misses one (1) meeting in any calendar year without forwarding an apology in advance to the Chair or if the General member misses two (2) meetings in any calendar year without the prior approval of the Chair for a leave of absence.
  - Reaches the end of their term and does not reapply to continue as a committee member

### **General Member Committee responsibilities**

- Attendance at committee meetings (1 per quarter) with other ad hoc meetings as agreed
- Offering consultation, expert advice and provision of feedback to the committee aligned to the strategic priorities
- Managing the resolution of committee issues including participation in any sub-committee projects as directed by the committee Chair
- Attending to correspondence and sundry committee tasks
- All position holders at JOY are required to perform their duties in accordance with JOY current policies and procedures

### **KEY SKILLS REQUIRED**

- Minimum of 2-3 years broadcast experience, and / or significant JOY alumni
- Understanding of Community Radio Broadcasting Codes of Practice, ACMA licence requirements and the Broadcasting Services Act as they relate to JOY
- Understanding of content compliance requirements as they relate to JOY and best practice approaches for compliance monitoring and reporting
- Experience or qualifications in the legal, risk and compliance fields of practice highly regarded
- A demonstrated commitment to the station and the values of the organisation
- Recognition by peers as having a broad knowledge of, and understanding and respect for the communities we represent
- Committed self-starter with excellent communications skills.