

Position Description for Ordinary Member of the Committee of Management

Position Overview

Like all positions at Radio Eastern FM, the role of an Ordinary Member of the Committee of Management is voluntary. The Committee of Management is responsible for the overall day to day running and management of the station, including the coordination of staff and ensuring access and equity for all volunteer workers and affiliates.

Position Objective

The collective objective of The Committee of Management is to have a basic understanding of the following key areas:

- Financial Management.
- Station Administration.
- Staff Management.
- Programming and Training.
- Technical

Key Tasks and Responsibilities

Financial Management

In conjunction with the Treasurer and the Finance Group, approve all budgets and station finances including but not limited to;

- the overall responsibility for expenditure and receipt of station funds.
- reports including monthly and Y.T.D. finance reports for station and annual financial report and audit.
- approval of grant applications and budgets, correspondence, administration and accountability for grants.
- oversee all fundraising activities undertaken by the station..
- provide leadership for any Radiothon or Membership Drive.

Station Administration

Oversee the day to day administration of the station including;

- ensuring that all the station's policies and processes are up to date and followed, including planning, evaluation, complaints, grievance procedures and maintenance of station files.
- liaising with sector organisations including the Australian Communication and Media Authority (**ACMA**), Australian Securities Commission, (**ASIC**) etc. and with any relevant outside organisations.
- overseeing information for the general community and promotion of the station, including public speaking engagements on behalf of the station.
- managing all legal matters affecting the station, including OH&S and insurance.

Staff Administration

Oversee the day to day management of volunteer staff including]:

- staff development and performance.
- facilitate staff participation in the station's planning, evaluation and staff priority process.
- make recommendations for staffing levels and responsibilities.
- oversee specific project requirements and staff resources..

Programming and Training

While the Training Convenor and the Programme Sub-Committee are responsible for implementation of training and programming respectively the Committee of Management needs to possess a basic understanding of radio programming. This allows them to;

- make informed decisions on policy and difficulties in the training and programming areas.
- consult regularly with the Programme Sub-Committee Convenor to stay abreast of training and programming issues. This allows for review and develop policy amendment as applicable.
- coordinate a resolution of any problems in training and programming administration.

Technical

In conjunction with Technical Support Group make informed decisions and recommendations on future technical and equipment requirements.

Skills

Basic skills include but not limited to;

1. understanding of financial management, including preparation and oversight of budgets as a minimum.
2. ability and experience in managing and coordinating staff and volunteers.
3. ability to co-ordinate and organise fundraising for the station.
4. demonstration of quality organisational skills.
5. excellent people skills and a demonstrated ability to work co-operatively with a wide range of individuals and community organisations.
6. excellent written and verbal communication skills.
7. administration skills including report preparation, record keeping, policy development and ensuring that decisions are implemented.
8. experience in policy development and implementation.
9. A strong commitment to the aims and objectives of community radio and Radio Eastern FM.

Requirements

1. Commitment to a predetermined period of office tenure.
2. Experienced and skilled in one or more of the following areas: Committee of Management, governance, station policy making, finance, programme structure or personnel management.
3. Leadership of various meetings and committees.
4. An understanding of what makes good progressive community radio.
5. Experience and/or good understanding of promoting a community radio station to our local community.