

Position Description for President

Position Overview

Like all positions at Radio Eastern FM, the role of the President is voluntary. The President needs to have, or be willing to develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Radio Eastern FM in particular. This position description is to be read in conjunction with the position description for Ordinary Committee of Management member.

Position Objective

While the Committee of Management is ultimately responsible for the operation and management of the station, the President's objective is to co-ordinate, support and guide the Committee in its roll on matters relating to both the strategic and day-to-day management of Radio Eastern FM.

Key Tasks and Responsibilities

The President is responsible for, but not limited to, the following key tasks and responsibilities:

Community Objectives

1. To establish strategic community direction, priorities and involvement for Radio Eastern FM and as such, seeks the Committee of Management's input.
2. To promote the station's purpose throughout our local community.
3. To represent both the Committee of Management and the station at all levels of community consultation.

Station Objectives

1. To ensure the station adheres to recommendations of licence policies and procedures as outlined by the ACMA most recent licence renewal.
2. To regularly communicate with station volunteers and members to ensure they are aware of the effective operation of Radio Eastern FM.
3. To provide station guidance and leadership.
4. To ensure that all sub-committee and Group convenors are appointed.
5. To serve as an ex officio member of sub-committees and attend their meetings when needed.

Committee of Management

1. To ensure the smooth running and good management of all Committee of Management meetings.
2. To ensure that the station constitution and all Community Radio broadcast/media laws are adhered to at all times.
3. To chair meetings of the Committee of Management, the Annual General Meeting and any General/Special Meetings.
4. To maintain a neutral position during meeting discussions and decision making including noting decisions or motions and asking the meeting to vote on these or facilitating the achievement of consensus.
5. According to the constitution, deliver a casting vote in the event of an equal vote.

6. To be aware of all relevant inwards correspondence brought to the Committee of Management's attention by the Secretary or any other operational staff member.
7. To prepare all Committee of Management agendas in consultation with the Secretary.
8. To deal with all agenda items in order of importance, keeping discussion and decision making relevant and setting time limits when necessary.
9. To ensure all Committee of Management members have the opportunity to speak.
10. To maintain order throughout meetings.
11. To suggest appropriate procedures to deal with any difficulties in getting through agenda items.
12. To supervise the carrying out of all business decided at Committee of Management meetings.
13. To attend and/or chair meetings of standing sub-committees whenever required.
14. To sign the minutes of each meeting after their approval by a subsequent meeting.
15. To act as a signing authority on behalf of the Committee of Management for financial and legal purposes.
16. To arrange for the Vice President to chair meetings in the absence of the Chair.
17. To provide meeting guidance and leadership.

External Representation

1. To represent the Committee of Management and Radio Eastern FM when dealing with:
The CBAA and the ACMA on matters of community broadcasting policy.
The CBF with regards to grant applications and acquittals.
The Association's legal representatives.
Local community groups and business organisations.
Complaints from listeners or sponsors.

Skills

1. Leadership.
2. Communication – verbal and written.
3. Problem solving skills.
4. Relationship building.

Requirements

1. Commitment to a predetermined period of office tenure.
2. Possess a detailed knowledge of the station and its community involvement responsibility.
3. Experienced and skilled in one or more of the following areas: Committee of Management governance, station policy making, finance, program structure or personnel management.
4. Leadership of various meetings and committees.