

Mallacoota Genoa Broadcasting Association Inc Corporate Governance Policy & Procedures

Prepared and maintained by Committee of Management
Mallacoota Genoa Broadcasting Corporation Inc

Table of Contents

Corporate Governance Policy and Procedures	1
3MGB Charter.....	1
Vision.....	1
Mission	1
Statement of Purpose.....	1
Constitution	2
General Legal Framework.....	2
Committee of Management.....	2
Roles and Responsibilities of Committee of Management.....	3
Roles & Responsibilities of all Committee Members.....	3
Entitlements of Committee Members	3
Roles & Responsibilities of President.....	4
Roles & Responsibilities of Vice President.....	4
Roles & Responsibilities of Secretary	4
Roles & Responsibilities of Treasurer	5
Sub-Committees and coordinators	5
Roles and Responsibilities of Programming Sub-committee	6
Roles and Responsibilities of Fundraising Sub-committee	7
Roles and Responsibilities of Technical coordinator.....	7
Roles and Responsibilities of Presenters' representative	8
Roles and Responsibilities of Sponsorship coordinator	8
Roles and Responsibilities of 3CA coordinator	8
Roles and Responsibilities of Music coordinator.....	8
Roles and Responsibilities of Compliance coordinator	9
Roles and Responsibilities of Grant Submission Coordinator.....	9
Roles and Responsibilities of Presenters	9
Training.....	10
Policy and Procedures and Manuals	10

Corporate Governance Policy and Procedures

Corporate Governance at 3MGB is the set of laws, policies and procedures affecting the way the Association is directed, administered and controlled.

3MGB Charter

The unique charter of 3MGB is contained in the following Vision, Mission, Statement of Purpose and Constitution.

Vision

To be a community-supported broadcasting association, which draws upon community resources to inform, entertain and educate.

Mission

The 3MGB radio station pledges to provide community information and entertainment which is broad based and offers the opportunity for as wide a community involvement as possible.

Staffed by volunteers, 3MGB makes local content, current affairs and local community news our top priorities.

3MGB strives to become more capable and efficient by obtaining our own studio premises, adopting new technologies and responding to new regulatory and environmental factors

Statement of Purpose

1. To provide, promote and advance independent, apolitical, non-profit, non-religious public access broadcasting facilities to service the Mallacoota and Genoa region.
2. To provide a program of information, education and entertainment reflecting the needs and demands of the community within the defined region.
 - (a) To provide a forum for communication and discussion of any matters of interest relating to the community.
 - (b) To provide the education services an outlet for
 - distribution of information and
 - development of instruction programs suitable to a large range of age, national and interest groups.
 - (c) The entertainment programs will be a balance of professional and local performances via the media of spoken word, music, variety and sporting events.
3. To apply for and maintain a licence for VHF-FM radio broadcasting and transmitting station.
4. To publish regular and informative program notes.

5. To promote and carry out any charitable purpose.

To do all such things calculated to improve community life, as prescribed by regulation.

Constitution

The Constitution or 1999 “Rules of Mallacoota Genoa Broadcasting Association Inc.”

General Legal Framework

3MGB operates under the Broadcasting Act 1992 with particular reference to the key requirements to:

- provide community broadcasting services for the benefit of the community and not operate them to make a profit
- continue to represent the community interest that it represented when our licence was allocated or last renewed
- encourage community access and participation in all aspects of station operations, from programming to management
- only broadcast sponsorship announcements, rather than advertising, which total no more than five minutes in any hour of broadcasting

3MGB has adopted the 2008 CBA Code of Practice.

Committee of Management

The Committee of Management is responsible for the corporate governance of 3MGB.

The Committee may, subject to the Charter and General Legal Framework, exercise all powers and functions as may be exercised by 3MGB other than those exercised at general meetings of the Association.

The Committee, subject to the Charter and General Legal Framework, has the power to perform all such acts and things as appear to the Committee to be essential for the proper corporate governance of 3MGB.

The Committee of Management consists of:

President

Vice-President

Treasurer

Secretary

At least one, and up to four Members

The Committee members are elected each year at the AGM in accordance with the Constitution. There are no paid positions at 3MGB.

The Committee usually meets monthly and at least eleven times per year.

Roles and Responsibilities of Committee of Management

- Provide opportunities for quality reporting and discussion to ensure members have sufficient understanding of matters to exercise due diligence and quality decision-making
- Manage the Sub-committees and coordinators of operational portfolios
- Ask for particular views of members
- Provide the strategic direction for 3MGB through the Business Plan
- Develop and review Policy and Procedure Manuals and make them freely available
- Seek supplementary advice externally when unsure of appropriate action
- Ensure regular reviews of the operation and standard of meetings
- Ensure that 3MGB complies with its charter and legal framework
- Maintain current Public Liability, Personal Accident, Defamation and Property/Equipment insurance

Roles & Responsibilities of all Committee Members

Committee members' main legal duties are:

- the duty to act in good faith in the best interests of 3MGB and for a proper purpose
- the duty to declare any potential conflict of interest and to refrain from discussing or voting on issues in which they have an interest
- the duty to act with reasonable care and skill
- the duty not to improperly use information or position

Whilst each member has the right to promote their own point of view in a meeting, once a collective decision has been made, this decision will be supported by all members.

All Committee members are expected to:

- contribute to long term planning, policy development and monitoring
- abide by the corporate governance policies and procedures of 3MGB
- attend monthly meetings and send apologies when unable to attend
- be a member of a sub-committee or a coordinator of at least one operational area
- act at all times in a spirit of collaboration and good will

Entitlements of Committee Members

- To gain satisfaction from their involvement in 3MGB and to be supported and valued by other Committee members

- To receive a clear description of responsibilities and to have a choice in which tasks they are expected to perform
- To receive initial induction and on-going training and skill development

Roles & Responsibilities of President

- Provide leadership, ensuring that the Committee's actions are consistent with its obligations and policies
- Chair the Committee meetings including:
 - ensure all opinions are heard
 - keep the discussion focused
 - sign the minutes when approved
- Become familiar with all aspects of governance and ensure that Members are kept up to date with legal, regulatory and system changes
- Ensure that the tasks of each Committee member and coordinator are clearly defined
- Be the spokesperson for 3MGB when comment to the public or media is required
- Sign agreements or contracts and co-sign cheques or EFT payments

The President may delegate aspects of his/her role but remains accountable for them.

Roles & Responsibilities of Vice President

To act in the place of the President when required

Roles & Responsibilities of Secretary

- Collect the mail regularly and distribute it to appropriate Committee members
- Prepare agenda for all meetings after consultation with Committee Members
- Prepare monthly schedules with sponsorship announcements and community announcements
- Take minutes of the resolutions and proceedings of each Extraordinary meeting, Annual General meeting and Committee meeting and distribute copies of minutes to each Committee member
- Send correspondence as requested by Committee
- File a complete set of minutes and any tabled documentation from all meetings
- File ingoing and copies of outgoing correspondence
- Record the names of persons present at all meetings
- Maintain hard copies and electronic copies of 3MGB documents including but not limited to policies, manuals and legal documents in safe places

- Recent changes to the Associations Act 1981 transfers the previous role of the Public Officer to the Secretary
- Keep custody of 3MGB seal
- Keep a register of Members and volunteers
- Provide adequate pages in sign-in book and file used pages for three months
- Advertise notice of the Annual General meeting 14 days before the meeting date
- Provide sufficient copies of previous AGM minutes for AGM
- Within one month of the AGM lodge an Annual Statement with the Registrar, Consumer Affairs Victoria

Roles & Responsibilities of Treasurer

- Send out monthly accounts
- Collect all funds due to 3MGB in the form of membership fees, sponsorships or other sources
- Prepare and co-sign cheques and EFT payments
- Maintain 3MGB financial records
- Prepare a written financial report for each Committee meeting
- Prepare annual accounts and arrange an independent audit of accounts
- Obtain quotations for the acquisition of equipment and other capital purchases and make financial recommendations to the Committee
- Prepare forward and operational budgets, and make recommendations for cost savings and efficiencies in 3MGB's operations
- Investigate the financial aspects of any major development changes proposed by 3MGB and make recommendations to the Committee.
- Maintain an inventory of 3MGB's assets and make recommendations for write-offs or replacements
- Assist in the development of the business plan

Sub-Committees and coordinators

The Committee has formed Programming and Fundraising sub-committees and delegated the coordination of various operational portfolios to coordinators. The Chairperson of a sub-committee or a coordinator is to be a Committee member or a 3MGB member experienced in their role. These people are to obtain clear oversight from the Committee and report verbally or in writing to the Committee as required. Coordinators may enlist the assistance of other volunteers to form working groups.

Roles and Responsibilities of Programming Sub-committee

Purpose

To encourage programming that educates, entertains and reflects the diversity of the local community.

Arrangements

This is a sub-committee of the Committee of Management, addressing programming policies and procedures for 3MGB.

The Programming sub-committee comprises 1 member of the Committee of Management and 2 other members of the Association.

Responsibilities

The Programming sub-committee is responsible for:

- implementing the station's programming;
- ensuring that programs put to air reflect the diverse interests of the community in the listening area;
- facilitating training as required for new volunteers who will be presenting programs;
- taking actions to assist not for profit organisations in the Mallacoota community to access the Station; and
- monitoring the quality and content of sponsorship announcements and community announcements to ensure that the requirements of the Community Radio Broadcasting Codes 3, 4, 5 and 6 are met at all times.

Procedures

- Expressions of interest are sought from the community for programming as required by means of community announcements and public notices.
- Volunteers approach the Programming sub-committee to express an interest in presenting programs.
- Programming sub-committee submit to Committee of Management for approval, expressions of interest for new programs.
- Programming sub-committee liaise with volunteers regarding suitable time slot for program.
- Training is organised for new volunteers. New volunteers are given a Presenters Manual, Presenters Agreement and membership application for completion if they are not already members.
- When training is complete, Programming sub-committee incorporates new program into presenters' schedules
- Provide a weekly program guide for publication in local paper.
- Submit a monthly written report to the Committee

Roles and Responsibilities of Fundraising Sub-committee

The Fundraising sub-committee manages the various fundraising activities of 3MGB including the Mallacoota Genoa Telephone Book, the Holiday Mouth, raffles and music trivia nights. The roles and responsibilities of the coordinators of the major fundraising activities are:

Phone Book coordinator

- Needs to understand the costing and timing issues
- Establish absolutely fixed deadline for publication
- Delegate tasks to appropriate volunteers
 - Addition & editing book to Post Office
 - Data entry
 - Advertising copy and artwork
 - Proof-reading
 - Billing for advertising
- Organise community reads at 3MGB and advertising in Mallacoota Mouth regarding additions to book
- Co-ordinate proof-reading
- Co-ordinate artwork and liaise with printer

Holiday Mouth coordinator

- Write or source the editorial
- Set deadlines for submission
- Co-ordinate contributions, advertising, layout
- Co-ordinate typing, proof reading, printing and collating
- Manage the delivery/collection point for editorial, other content and advertising
- Notify Treasurer of advertising accounts due
- Collect monies from retailers where appropriate and hand to Treasurer

Roles and Responsibilities of Technical coordinator

- Maintain the broadcasting studio equipment and computer
- Assist in the production of new sponsorship messages and community service announcements
- Maintain up to date instructions for the safe and efficient use of equipment
- Monitor and maintain the UPS and STL equipment
- Monitor and maintain the backup of radio programs for at least 60 days
- Keep up to date with technical developments in community radio

- Maintain the 3MGB web site
- Liaise with a broadcasting engineer:
 - to develop new technological solutions and for troubleshooting when required
 - to ensure ongoing compliance with 3MGB's licence specifications
 - to ensure ongoing compliance with 3MGB's EMF /RF hazard standards

Roles and Responsibilities of Presenters' representative

- To be the first point of contact between presenters and 3MGB
- To manage issues involving presenters
- Keep the Committee informed about any presenter's issues
- To keep in contact with presenters

Roles and Responsibilities of Sponsorship coordinator

- Liaise with local businesses and businesses in far south NSW
- Maintain and build relationships with sponsors
- Liaise with the Technical Coordinator in the production of recorded sponsorship messages
- Type up live read sponsorship messages and arrange for them to be placed into the schedule

Roles and Responsibilities of 3CA coordinator

3MGB and the Mallacoota Arts Council are partners in a joint venture known as the Croajingolong Centre for Communication and the Arts (3CA). The purpose of this joint venture is to fund and build a facility to accommodate 3MGB and the Mallacoota Art Council providing office space, a gallery and 2 radio studios, together with a common meeting room and associated amenities. It is envisaged that the main street location will encourage the participation of the local community and visitors in the activities of the radio station.

The 3MGB 3CA coordinator's roles and responsibilities are to:

- obtain directions or ideas from the Committee to present to 3CA
- attend 3CA meetings and represent 3MGB at the meeting
- report the proceedings of 3CA meetings to the Committee

Roles and Responsibilities of Music coordinator

- Review AMRAP and all other CDs arriving at 3MGB
- Code and catalogue CDs
- Provide current CDs to presenters
- Report playlists to AMRAP

Roles and Responsibilities of Compliance coordinator

- Keep up to date with the regulatory framework within which 3MGB operates including the 2008 CBAA Codes of Practice
- Ensure that all operations of 3MGB comply with the regulatory framework and 2008 CBAA Codes of Practice
- Obtain help from other Committee members to review 3MGB documentation as required
- Work with the Committee in preparing the licence renewal documentation every five years

Roles and Responsibilities of Grant Submission Coordinator

- Locate and manage the applications for appropriate public (eg CBF) and private grant monies
- Discuss the timing and relevance of possible grant applications with the Committee
- Obtain assistance from the Treasurer and other volunteers as required
- Present grant applications to the Committee for approval before submission
- Supervise the use of any grants received by 3MGB
- Submit grant reports to CBF or other organizations as required
- Provide the Committee with all correspondence relating to grant applications and grants

Roles and Responsibilities of Presenters

3MGB relies on the efforts of our presenters to maintain operations. 3MGB aims to treat all of our presenters equally, with respect and trust, and to provide an environment that is safe, enjoyable and fulfilling.

Presenters are expected to:

- act professionally and in good faith towards 3MGB at all times
- be prompt, reliable and productive with regard to commitments and agreements made with 3MGB
- notify a member of the Programming sub-committee if unable to meet commitments
- accept and abide by station rules and policies
- understand and adhere to the Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- not to represent 3MGB publicly or commercially unless prior arrangement has been made
- not to bring into disrepute the operations, management or other volunteers of 3MGB

- treat technical equipment with due care and respect and to notify technical members of faults and problems
- only use station resources and equipment in carrying out work for 3MGB and not for personal or private purposes
- contribute to the achievement of a safe, tolerant and equitable environment by avoiding, and assisting in preventing, behaviour which is discriminatory

Training

New Committee members will be provided with copies of all relevant policy documents and will undertake training to become familiar with 3MGB's Corporate Governance Policy and Procedures. All Committee members will be involved with ongoing training and skill development.

Policy and Procedures and Manuals

The following Policies and Procedures have been developed and are maintained by the Committee. The policies have been designed to ensure that 3MGB operates in accordance with its Charter and legal requirements. These approved policies and procedures are available to all members, volunteers and presenters within 3MGB radio station. The policies and procedures will continue to be highlighted in training and publicised in the 3MGB Newsletter.

Corporate Governance Policy and Procedures
Complaints Policy and Procedures
Disciplinary Action Policy and Procedures
Diversity and Community Participation Policy and Procedures
Internal Conflict Resolution Policy and Procedures
Members Rights and Responsibilities
Membership Policy and Procedures
Music Policy and Procedures
OH&S Policy and Procedures
Presenters Manual
Programming Policy and Procedures
Sponsorship Policy and Procedures
Training Policy
Volunteers Policy and Procedures