

CHARLES STURT UNIVERSITY COMMUNITY BROADCASTING BOARD (hence referred to as “2MCE Board”)

SECTION 1 - ESTABLISHMENT

- (1) The 2MCE-FM Board was established to represent the licensee of 2MCE-FM (Charles Sturt University) to the Australian Communications and Media Authority and any other relevant bodies.
- (2) The 2MCE-FM Board will develop and manage the community radio facility, 2MCE-FM, on behalf of the Charles Sturt University Council on the basis of the Mission Statement and Objectives adopted by the Vice Chancellors Leadership Team.

SECTION 2 - MEMBERSHIP

COMPOSITION

- (3) The membership of the 2MCE Board shall be:
 - a. Ex-officio members:
 - i. Vice-Chancellor, or the Vice-Chancellor’s representative (Presiding Officer)
 - ii. Head of School, School of Communication and Creative Industries (who will chair the meetings in the absence of the Presiding Officer);
 - iii. one representative of the Chief Financial Officer;
 - iv. Course Director (Bachelor of Communication and Master of Communication degree sets);
 - v. Faculty Executive Officer, Faculty of Arts and Education;
 - vi. 2MCE Station Manager.
 - b. Nominated Members:
 - i. one representative of the Vice-Chancellor;
 - ii. one student enrolled in courses offered by the School of Communication and Creative Industries.
 - c. Elected Members:
 - i. Four elected Community representatives.
- (4) The 2MCE Board may invite non-members to attending meetings to inform the agenda and consult with others to seek any information it considers necessary to fulfil its responsibilities and/or to address one or more of the following scenarios
 - a. Engagement of specific expertise; and

- b. At the direction of the University Council or Vice-Chancellors Leadership Team.

TERM OF OFFICE AND QUORUM

- (5) The four community representatives will be drawn from the Station's Service area as defined in its licence. An Annual General Meeting of subscribers will be held at which elections will be conducted for the positions of community representatives. Nominates for these positions will be called for by announcements in the subscription program guide, and in station announcements.
- (6) The term of appointment for elected members of the 2MCE Board members and their sub-committees shall be two years and no member shall serve for more than two consecutive terms.
- (7) The terms of appointment of community representatives shall be staggered such that one position shall be due for election in any year.
- (8) A quorum for the 2MCE Board is five (5) members of the Board.

SECTION 3 – MEETINGS

- (9) The Board shall meet at least four times per year, at such a time and place as the majority of its members shall decide.
- (10) The Presiding Officer may convene a meeting of the Board at other times to consider urgent matters or as required by the business of the Board.
- (11) Seven days' notice of each meeting shall be given to each member either personally or in writing.
- (12) The procedure of meetings of the Board shall be:
 - a) Apologies;
 - b) Starring of items on the Agenda for discussion;
 - c) Confirmation of the Minutes;
 - d) Matters arising from the minutes;
 - e) Reports;
 - f) Urgent Business;
 - g) Date and location of next Broadcast Board Meeting.
- (13) Every member entitled to vote shall have one vote on a show of hands or in a ballot.

- (14) Voting shall be by a show of hands, or if required by any member entitled to vote, by secret ballot.
- (15) All resolutions shall be decided by the majority of votes.
- (16) The Presiding Officer shall be entitled to a second or casting vote in the case of equality of votes.
- (17) Voting by proxy is not allowed.
- (18) Minutes of the meeting shall be faithfully recorded.
- (19) The Executive Officer shall keep a record of all meetings included the confirmed minutes.
- (20) A copy of the minutes shall be displayed on the 2MCE-FM notice-board as soon as practicable after each meeting. Matters considered 'in camera' will not be so displayed.

SECTION 4 – TERMS OF REFERENCE

- (21) The 2MCE Board shall meet to share information, brief each other and seek advice, as appropriate, on current or imminent activities and issues, and make decisions on:
- a) budget;
 - b) station management;
 - c) strategic planning;
 - d) management of change;
 - e) approval of 2MCE policies;
 - f) other matters referred to the 2MCE Board by the Vice Chancellor's Leadership Team.
- (22) The 2MCE Board shall liaise with Programming, Sponsorship and Training Committees.

AMENDMENT, MODIFICATION OR VARIATION

- (23) The 2MCE Membership and Terms of Reference may be amended, varied or modified by the Vice-Chancellors Leadership Team.