

Charles Sturt University Community Broadcasting Board (hence referred to as “2MCE Board”)

Programming committee – Membership and Terms of Reference

Type

The 2MCE programming committee is a sub-committee of the 2MCE Board.

Term

This Membership and Terms of Reference is effective from the date noted in the 2MCE Board minutes and will be ongoing until reviewed or terminated by the 2MCE Board.

Purpose

The role of the 2MCE programming committee will be to provide oversight of 2MCE programming to ensure programming is consistent with the station’s mission statement, aims and audience profile.

SECTION 1 - MEMBERSHIP

Composition

- (1) Membership of the Programming committee shall be:
 - a. an appointed 2MCE Board member will Chair the 2MCE programming committee;
 - b. 2MCE station manager (Ex-officio member);
 - c. SCCI HoS or representative;
 - d. a community representative will be appointed by invitation from the 2MCE Board;
 - e. a 2MCE volunteer presenter will be selected by the 2MCE Board from a call for expressions of interest or by direct invitation.
- (2) The Chair of the 2MCE programming committee may invite other people to attend meetings of the programming committee for specialist matters.
- (3) Members of the 2MCE programming committee will commit to:
 - a. attending all scheduled 2MCE programming committee meetings;
 - b. wholeheartedly championing 2MCE throughout networks;
 - c. sharing all communication and information across all committee members;
 - d. making timely decisions and taking action on programming matters;
 - e. notifying members of the committee, as soon as practical, if urgent programming matters arise.
- (4) Members of the 2MCE programming committee will expect:
 - a. that each member will be provided with complete, accurate and meaningful information in a timely manner;

- b. to be given reasonable time to make important decisions;
- c. to be alerted to potential risks and issues that could impact 2MCE programming;
- d. open and honest discussions, without resort to any misleading assertions.

Term of Office and Quorum

(5) The term of appointment for members of the programming committee shall be two years. The 2MCE Board can extend a programming committee membership appointment for a maximum appointment of two terms.

(6) A quorum for the programming committee is three members of the committee

SECTION 2 – MEETINGS

(7) Meeting arrangements include:

- a. the programming committee shall conduct four ordinary meetings each year;
- b. meetings will be scheduled for two hours;
- c. meetings will be conducted by the Chair, or in the absence of the Chair by the station manager;
- d. decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the committee Chair makes the final decision;
- e. meeting agenda and minutes will be prepared by the station manager, this includes:
 - a. preparing agendas and supporting papers
 - b. preparing meeting minutes and information
- f. if required, matters can be considered by the committee membership through email correspondence;
- g. minutes of each meeting will be forward to the next scheduled 2MCE Board meeting.

SECTION 3 – TERMS OF REFERENCE

Scope

(8) The 2MCE programming committee has scope to:

- a. periodically review the programming schedule to ensure programming reflects the station's mission statement and aims;
- b. make programming changes if necessary to ensure programming reflects the station's mission statement and aims;
- c. seek and review listener feedback to assess programming;
- d. periodically review programming standards to ensure 2MCE programs align with legislation and codes of practice;
- e. develop programming policy and/or programming standards documentation;
- f. communicate programming policy and/or programming standards to presenters;
- g. ensure broadcast opportunities are available and scheduled to support the SCCI learning and teaching programme;
- h. identify and schedule broadcast opportunities to promote the University;
- i. identify and schedule special broadcast opportunities for community engagement;
- j. liaise with sponsorship and training committees to meet programming objectives;

- k. consider new programme submissions and allocate or approve timeslots;
- l. consider and respond to feedback regarding programming, including complaints;
- m. periodically review operational processes including holiday replacement programming, programme application form, presenter agreement form and advise station manager of ways to streamline programming operations.

Authority

(9) The 2MCE programming committee has authority to:

- n. approve/decline new programming applications;
- o. recommend on policy matters to the 2MCE Board;
- p. advise station manager on programming related operational issues;
- q. congratulate a presenter/s for performance excellence;
- r. advise the 2MCE Board of programming breaches or behaviour that breaches the presenter agreement;
- s. make programming changes.

Amendment, Modification or Variation

(10) The programming committee Membership and Terms of Reference may be amended, varied or modified by the 2MCE Board.