

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

Training committee – Membership and Terms of Reference

Type

The 2MCE training 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 training committee will be to provide oversight of 2MCE training in accordance with the station’s mission statement, aims and audience profile.

SECTION 1 - MEMBERSHIP

Composition

(1) Membership of the training committee shall be:

- a. an appointed 2MCE Board member will Chair the 2MCE training 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 training committee may invite other people to attend meetings of the training committee for specialist matters.

(3) Members of the 2MCE training committee will commit to:

- a. attending all scheduled 2MCE training 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 training matters;
- e. notifying members of the committee, as soon as practical, if urgent training matters arise.

(4) Members of the 2MCE training 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 training;
- 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 training committee shall be two years. The 2MCE Board can extend a committee membership appointment to a maximum appointment of two terms.

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

SECTION 2 – MEETINGS

(7) Meeting arrangements include:

- a. the training 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 training committee has scope to:

- a. develop 2MCE presenter training course;
- b. invite presenters to assist in the delivery of 2ME presenter training;
- c. investigate new training opportunities;
- d. seek funding opportunities for special training projects;
- e. ensure training opportunities are available to support the SCCI learning and teaching programme;
- f. investigate media training opportunities for CSU staff;
- g. liaise with programming and sponsorship committees to meet training objectives;

Authority

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

- h. approve training course delivery;
- i. participate in the delivery of training;

- j. recommend policy matters to the 2MCE Board;
- k. advise the 2MCE Board on training related issues.

Amendment, Modification or Variation

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