

FBI Radio's Committee of Management

ITEMS TO CONSIDER BEFORE STANDING AS AN FBI RADIO COMMITTEE MEMBER

What is the Committee of Management?

FBI is an Incorporated Association. That means we have legal and financial obligations under the *Incorporated Associations Act* which are borne by the Committee of Management. Also referred to within the station as Board Members or Directors, members of the Committee of Management of incorporated associations have the same accountabilities as directors under the Corporations Law. This means they are accountable for the management of members' resources and all financial decisions.

These responsibilities include managing the business on behalf of Members and bearing the risk of secured liabilities should anything happen to the Association.

The Committee of Management is elected by members to set broad business and management policy and to oversee the affairs of the Association. The Committee consists of the following positions;

- office bearers; President, Vice-President, Vice-President - Youth, Secretary and Treasurer
- and 5 ordinary members

The Committee has a responsibility to ensure the station meets its licence conditions and operates within the Broadcasting Services Act, however, it has no direct role in the selection of programs, presenters or music.

Which positions are vacant this year?

- Vice-President
- Vice-President – Youth (2 year casual vacancy)
- Treasurer
- Ordinary Member

When and where does the Committee meet?

The Committee meets every four weeks. Meetings usually last about 2 hours and are held in the offices of FBI Radio at 44-54 Botany Rd, Redfern.

The expected commitment is minimum two meetings per month (including one sub-committee meeting) and approx ten hours of work outside of these face-to-face meetings. The board is a station resource and members are expected to make attendance and participation a priority.

What do Committee members do?

Committee members are required to monitor the financial and operating performance of the station and assist management to apply successful strategies to improve both these aspects of the Association's business. Before each meeting Committee members are provided with the Agenda and associated papers, including financial reports, to read prior to the board meeting. In addition, between board meetings, Committee members are regularly emailed on matters that require a timely response. Committee members are encouraged to take responsibility for additional tasks that match their skills and experience through sub-committees. These sub-committees may include for instance projects to address fundraising, technology, legal or other challenges that affect the Association.

Key accountabilities include:

- Regular attendance at board meetings
- Volunteering on sub-committee(s) and working groups to assist the station management with revenue growth, membership development, technical, regulatory and risk management

- Meet annual fundraising targets

Specific skills we are seeking in 2020

This year we are specifically seeking applicants with particular skills, which will be critical for FBI Radio as we look to grow our way back from the ongoing impact of COVID-19.

These skills are:

- New revenue generation
- Digital media
- Management consulting; or
- Sponsorship and brand partnerships

Please note this desirable skillset does not apply to the Youth VP position.

How is the Committee elected?

Nominations for committee positions are to be delivered to the Managing Director of FBI not less than 14 days prior to the date of the AGM.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations are to be received at the Annual General Meeting. If insufficient further nominations are received at the AGM, any vacant positions remaining on the Committee are taken to be casual vacancies. The election of nominees is to be conducted at the Annual General Meeting in a proper manner as the Committee may direct.

Our commitment to diversity

FBI Radio strives to reflect the diversity of our audience and strongly supports applications from First Nations people, people from culturally and linguistically diverse backgrounds, all genders, and people with disability.

Nomination for FBI RADIO Committee of Management 2020

Please note that you will need to complete separate nomination forms if you wish to nominate for more than one position.

LAST NAME:	
FIRST NAME:	
SUPPORTER NO:	
ADDRESS:	
SUBURB:	
PH:	
EMAIL:	

I confirm my desire to stand as a Committee Member of FBI Radio at the next AGM and that I am an active Financial Member of the station. I confirm that I am over 18 years of age and have also read notes 'Items to consider before standing as an FBI Radio Committee Member' attached to this form.

I wish to nominate for:

- Treasurer
- Vice President
- Vice President – Youth (2 year casual vacancy)
- Ordinary Member

Signed by nominee: Date

Secunder:

I,(full name of seconder)

being a financial member of Free Broadcast Incorporated hereby second the above nomination.

Signed: Date

**This nomination is only valid if delivered to the
Managing Director, FBI, PO Box 1962, Strawberry Hills, NSW, 2012 or nikki@fbiradio.com
no less than 14 days before the fixed date of the AGM.**

Short bio	
Why do you want to get involved at FBI Radio?	
Relevant experience (500 word limit)	
Length of service as a Director of FBI Radio or other co-operatives (if applicable)	

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