

FBI RADIO MANAGEMENT COMMITTEE

POSITION DESCRIPTIONS

ORDINARY MEMBER

Each Committee Member works collaboratively across the following, general responsibilities;

- Attend a monthly meeting, option to also join a Working Group & out of session meetings,
- Ensure good governance and general day to day management of the station, including review of policies and procedures and developing opportunities for staff,
- Keep the station solvent, legally compliant and ensuring the station's interests are being prioritised in all decision making,
- Responsible for the recruitment of the senior leadership team within FBI Radio,
- Set and lead strategic direction to drive the growth of the station in line,
- Organise the AGM and deliver the Annual Report and the creation and approval of the annual budget,
- Manage internal risk and major conflict in line with FBI's values system,
- Management of major external risks & massive changes to ensure the survival of FBI Radio, and
- Provide links to industry, business, government and philanthropic areas where appropriate.

The following office bearer positions take on these additional responsibilities;

PRESIDENT

The President of the Committee is responsible for the organisation of the Committee, is available as mentor and confidant of the General Manager and Head of Programming and chairs each official committee meeting. They also shall work with corralling and collating ideas from the Committee with the General Manager and Head of Programming to ensure good governance and efficient running of the organisation.

The President oversees all actions and items to be discussed in a transparent manner and is responsible for ensuring the Committee is guided in the values and ethics of the station at all times.

The President may take a more public role as representative of the Committee and station as most suited and as required of the station and serve as a supporting role for each of the Committee members.

VICE PRESIDENT

The Vice President of the Committee is prepared at all times to assume the role of the Committee President, if necessary. The Vice President, whose knowledge and commitment mirrors that of the President, may serve in the President's place for board activities and in the spokesperson capacity.

The President may delegate special assignments either specific or ongoing, to the Vice President, who also works closely with FBI Radio's General Manager or Head of Programming to carry out the Committee President's vision and directives.

SECRETARY

The Secretary is responsible for coordinating the administrative functions of the Management Committee, including minute taking and ensuring the Committee and its members operate within the bounds of the Constitution.

Together with the General Manager and Governance Working Group, they will play a role in the planning and delivery of the AGM, including the nominations and elections processes, and prepare minutes of the AGM and coordinate any changes to the Constitution arising from the AGM

The Secretary has a role ensuring all aspects of compliance including keeping evidence of governing documents and regulatory certificates (e.g. DGR status) and working with the General Manager to navigate all relevant reporting requirements for regulatory certificates etc.

The Secretary will also sit on the Governance Working Group to ensure the governance reviews and structures fulfil regulatory requirements as best to their knowledge.

While prior experience is not required, a specific attention to detail is required for the role of Secretary. The Secretary works closely with the Constitution and during the role is expected to have or develop an intimate knowledge of the practical application to the organisation. For those new to the Constitution this is a skill and reference that can be developed in the board with the desired skills and commitment.

TREASURER

The role of the Treasurer is to oversee the financial administration of the organisation, review procedures / controls, and advise the Management Committee on financial strategy and reporting.

This includes, but is not limited to:

- With the General Manager, preparing the annual budget
- With the General Manager, preparing the Finance Report for each Committee meeting
- Reviewing financial results, financial modeling and forecasts as required
- Being available to review, reflect and provide judgement on financial matters ahead of each Committee meeting and at other times
- Liaison with external auditors and/or providers of bookkeeping services as required
- Presenting the annual audited accounts at the AGM
- Maintenance of the financial delegations of responsibility schedule as approved by the Management Committee
- Chair the Finance, Audit & Risk Committee & manage the delivery of an annual financial audit

The Treasurer should work with the General Manager to ensure that a level of financial acumen is built into the station's operations and is able to advise the General Manager on appropriate financial management for FBi Radio.

The Treasurer is also responsible for building sustainable financial modelling and forecasting to ensure the station's fiscal wellbeing is maintained, however the responsibility for the solvency of the organisation is shared by all members of the Management Committee.

Financial decisions must be ratified by the Management Committee at its meetings, however a level of delegation for smaller decisions is awarded to the General Manager to allow the continuance and responsiveness to managing the organisation and on these decisions the General Manager may come to the Treasurer or any other member of the Management Committee as they deem fit.

While prior board or committee experience is not required, an understanding of financial management principles is desired.

CO-VICE PRESIDENT (YOUTH)

At the 2020 AGM on a special resolution, the Management Committee welcomed the addition of a new position in a second Youth Vice President.

The two positions share similar roles and responsibilities and serve two year terms on alternating years. The first year is referred to as “Junior” and the second year served is referred to as “Senior”. The intention of this is to create a peer to peer support system on the committee and to guarantee more youth perspectives in the committee structure.

The Co-Vice President (Youth) positions shall be no more than 25 years old at the time of the election and hold the same voting powers and responsibilities as other Ordinary Members.

The person in the senior year is responsible for taking greater carriage of succession planning, in that they should be available and transparent with other members of FBI on their experience on the committee.

The Co-Vice President (Youth) positions should also be available at all times to the volunteer base as a reflection and capacity to discuss their issues and any opportunities at committee level.