

FBI RADIO MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Please note that the terms here are informed by the FBI Constitution which the Management Committee is governed by and any discrepancy of information, the Constitution is the most correct.

PURPOSE

The Purpose of the Management Committee is to control and manage the affairs of FBI Radio, meaning that the Management Committee is responsible for the governing and financial well being of the station, and is available to help establish strategic direction to sustain and future-proof operations in collaboration with FBI staff.

However, it is not the purpose of the Management Committee to run the day to day operations, manage staff or impact at all on the capacity for the staff and volunteers to run FBI Radio. The Management Committee should be seen as a resource to be used, not as a force to dictate how those resources are applied.

TERM

Management Committee members are elected to three year terms. At the 2021 AGM the MC is introducing a special resolution which if successfully ratified by Supporters will introduce a term limit for members of the Committee. We will be consulting with FBI volunteers to develop this special resolution ahead of the AGM.

MEMBERSHIP

The Committee is made up of elected Supporters of FBI. Each Committee member and nominee must be a paid member (or as we call it, Supporter) of FBI Radio at the time the AGM Notice is given out to stand for election to the Committee. All committee members are volunteers.

The Committee is made up of its office bearer positions (President, Vice President, Secretary and Treasurer), five ordinary members and two Vice-Presidents (Youth).

The makeup of the Committee is in line with the Model Constitution informed by the Associations Act and the FBI Constitution that governs FBI and its Management Committee.

No prior board or management experience is required as the Committee is able to onboard, train and develop young members. While the Committee does require a commitment to good governance and FBI's values and code of conduct, it's also essential an understanding of the culture and make up of the organisation is possessed by all members.

From time to time the committee may elect to co-opt or engage a skilled person to bolster the expertise on the board. This is in an advisory capacity and not to influence the capacity for each individual member to make a decision, but to ensure proper knowledge is available to each member. In the context of this use, a skilled person could be a lawyer, accountant or bookkeeper etc. A co-opted member of the committee does not have voting rights.

In the event that a member is unable to fulfil their full term the committee is able to nominate a full voting member for the remainder of the calendar year that that position is vacant. This is a casual vacancy that will be up for election at the next AGM. Should the appointed member occupying that role want to continue on the Management Committee, they are welcome to stand for election to that position.

ROLES AND RESPONSIBILITIES

The Committee is responsible for the affairs and financial management of the station to ensure it meets its regulatory and financial expectations. The Committee is made up of people who are passionate about FBI and are able to provide advice, mentorship, direction and support to staff as required. The Committee does not manage the day to day running of the station but should be able to help to develop the skills, resources and experience within the station for its sustainability.

The Committee is responsible for the escalation of internal complaints, and is bound by the policies and code of conduct that all persons operating within FBI's work are bound.

To further assist the staff, the Committee informed by staff and volunteers has developed a three year Strategic Action Plan to future-proof the station. Alongside this the Committee has launched Working Groups to deliver this Strategic Action Plan. The Working Groups have the option of being chaired by an ordinary member of the Management Committee or a member of staff. The Working Groups are made up of staff, volunteers and members of the Committee. The role of the committee members here is to provide administrative, organisational and strategic support.

MEETINGS

The Management Committee meets once a month. Decisions and actions are decided by majority vote and endorsements are supported by individual members and seconded by members on the Committee during the meeting. A quorum is the minimum number of people required for a meeting to be official –for the Management Committee this is 5 members. Management Committee members are expected to attend all monthly meetings, and under the Constitution they may be removed from the Committee if they fail to attend more than 50% of all meetings in a year.

Minutes are available for all paid members of FBI Radio on request to the Secretary, as soon as reasonably possible after the event.

REVIEW COMMITMENT

The Committee agrees to review the terms of reference on an annual basis at the start of the year as new Committee members are onboarded. The terms of reference can be amended, varied or modified in writing after consultation and agreement with its members in full.