

# HUON AND KINGSTON FM CORPORATE GOVERNANCE POLICY

1. As provided for in the Constitution Huon and Kingston FM shall be managed by a Management Committee comprising:
  - President
  - Vice-President
  - Secretary
  - TreasurerA General Committee with members elected in accordance with Rule 23 of the Constitution.

Subject to the Constitution any person ordinarily residing in or carrying on business in the licence area shall be eligible to become a member of Huon and Kingston FM and participate in the programming, management and operation of the station.

Wherever possible the management committee shall be drawn from the whole listening area.

Committee meetings shall be held as far as possible in different centres to increase access to people living at a distance from the main studio. However by agreement such meetings may be held in a central location.

Huon and Kingston FM recognises that there are minority groups within the listening area and encourages people minority views and encourages people in these groups to become involved in the programming, management and operation.

2. The Management Committee shall be elected annually at the Annual General Meeting and hold office until the following AGM with the exception of the Business Representative the two Council representatives, a member with accounting and/or financial qualifications and the Youth Representative who can be appointed by the Management Committee.
3. Huon and Kingston FM shall develop policies and procedures for:
  - a. A. Programming
  - b. Access and Equity and Anti-Discrimination
  - c. Complaints
  - d. Internal Conflict
  - e. Sponsorship
  - f. Music
  - g. Such other policies and procedures as deemed necessary.

All policies and procedures shall be kept in electronic and hard copy form and shall be promoted in newsletters, the operations manual, at quarterly volunteers meetings and as part of induction sessions.

### Management Roles

4. The Management Committee may appoint:
  - a. a station manager.
  - b. a program director
  - c. a music librarian
  
5. As far as possible there shall be a separation between the Management Committee positions and the day-to-day management of the station. Where there is no station manager some duties may be carried out by Management Committee members and by non-committee members. Where members of the Management Committee are involved in management roles, they shall only continue until such time as a member can be found to take over.

### Sub-Committees

6. Huon and Kingston FM will establish the following sub-committees:
  - a. Programming Committee
  - b. Technical Committee
  - c. Fund Raising Committee

Members of the community are encouraged to join sub-committees.

Huon and Kingston FM may establish the following committees:

- d. Strategic Planning Committee
- e. Finance Committee
- f. Sponsorship Committee
- g. Membership Committee
- h. Such other committees as required

The Management Committee may appoint ad hoc committees to investigate and report on matters referred to them. An ad hoc committee shall:

- a. Be appointed for a specific time or until the matters referred to it has been finalised
- b. Only carry out the duties delegated to it by the Management Committee
- c. Meet as required
- d. Conduct meetings in accordance with the by laws relating to sub-committees
- e. Comprise the number of members determined by the Management Committee
- f. Co-opt people with special knowledge or information relevant to the matter under consideration whether members of Huon and Kingston FM or not
- g. Treat matters considered as confidential
- h. Report to the Management Committee
- i. Take minutes of all meetings

- j. Resolve matters by consensus or by vote
- k. Where possible there shall be a minority of general committee members in any sub-committee.

Huon and Kingston FM will adopt policies to ensure lawful and appropriate:

1. Management and corporate governance practices
2. Compliance with all Legislative requirements, CBAA Codes of Practice, the Constitution of Huon and Kingston FM
3. Financial controls and practices
4. Technical operations
5. Engagement with the community
6. Internal conflict policy
7. Complaints procedures
8. Risk management
9. Volunteer policy
10. Sponsorship policy

Huon and Kingston FM shall maintain:

1. A register of financial members which shall only be accessed by a password and by only authorised persons.
2. The principles of financial membership.
3. The rights and responsibilities of financial members within the organisation.
4. The rights and responsibilities of the organisation to its financial member.
5. Appropriate written policies and procedures for responding to and resolving:
  - a. Internal conflict
  - b. Complaints from listeners, members and volunteers

Huon and Kingston FM shall maintain:

- a. An up to date copy of its constitution on its web site and a hard copy at reception. Any member may request a hard copy of the constitution
- b. Up to date policy documents on its website and in hard copy form at reception. Any member may request a hard copy of any policy.
- c. Huon and Kingston FM shall broadcast twice a week an announcement that contains information about the community radio Codes of Practice and how listeners can obtain a copy.

Huon and Kingston FM shall:

- a. Hold regular meetings of its Management Committee in accordance with its constitution
- b. Keep minutes of each meeting and retain a hard copy where it can be readily accessed
- c. Hold an Annual General Meeting in September each financial year which shall:

Elect an executive and General Committee in accordance with the constitution and consider the matters contained in Rule 11 of the Constitution.

## Financial Management

Huon and Kingston FM shall:

- a. Maintain accurate and up to date financial records
- b. Appoint a treasurer each financial year
- c. Present a financial report to each Management Committee meeting
- d. Present an audited annual financial statement and report to the Annual General Meeting
- e. Adhere to current financial practices.

## Technical

Huon and Kingston FM shall:

- a. Maintain appropriate, safe and appropriate studios
- b. Maintain safe and appropriate production facilities
- c. Ensure broadcast quality
- d. Monitor and ensure that the station, at all times, complies with its licence specifications
- e. Ensure compliance with EMR/RF hazard standards
- f. Maintain the appropriate standard at its transmission sites
- g. Have copies of its broadcasting services licence and apparatus licence specifications available to members.

## Risk Management

- a. Develop a risk management policy.
- b. Update the Risk Management Policy regularly.

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