

Background

Code 1.2 of the CBAA Codes of Practice requires community radio stations to have written governance policies and procedures that support management, financial and technical operations to meet all legal requirements.

The Management Committee (Board) is accountable for the governance of Bayside Community Radio Association (BCRA); however, the volunteers, members and other stakeholders should ensure the organisation is effectively and properly operated.

The board takes ultimate responsibility for the financial and legislative governance of the organisation; however, the governance is also concerned with the way the board works with the volunteers, members, and other stakeholders.

Purpose

Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision, and accountability of the organisation.

This purpose of this policy is to clarify the content of the BCRA constitution by making explicit the underlying principles of governance as approved by the organisation.

Guiding Principles

1. BCRA's board shall be elected annually at the Annual General Meeting, there will be no less than nine board members, with the executive comprising of four board members including the President, Vice President, Treasurer and Secretary and a general board of no less than five non-executive board members excluding the announcers rep. The term of the office of board members is two years, with half board elections annually to keep the continuity of the board.
2. The function of the board is to ensure the delivery of the organisation's objectives, to set its strategic direction and to uphold its values. The board is responsible and accountable for ensure the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.
3. The board will develop policies and procedures for the following:
 - a. Membership
 - b. Internal conflict (grievance)
 - c. Complaint's handling
 - d. Community participation
 - e. Programming
 - f. Volunteering
 - g. Sponsorship

All policies and procedures shall be kept in an electronic and hard copy format and shall be made available at the studio, website, volunteer inductions and promoted through the newsletter.

4. The board may appoint:
 - a. Station manager
 - b. Programmes Committee
 - c. Music Committee

As practicably as possible there will be a separation between the board 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.

5. The board shall maintain:
 - a. A register of financial and non-financial members, this information will be password protected and only available to authorised persons.
 - b. An up-to-date copy of the constitution on its web site and a hard copy at the studio, any member may request a hard copy of the constitution.
 - c. Up-to-date policy documents on its website and in hard copy format at the studio, any member can request a had copy of any policy

6. The board shall:
 - a. Hold regular meetings in accordance with the 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 accordance with the constitution, normally after the audited financial report is received.
 - d. Maintain accurate and up-to-date financial records
 - e. Maintain appropriate and safe studios
 - f. Maintain appropriate and safe production facilities
 - g. Ensure and maintain good broadcast quality
 - h. Always monitor the station to ensure it complies with the licence specifications
 - i. Hold a minimum of one special general meeting per annum to discuss issues with the members regarding the future of the station.