



## **Augusta Community Radio**

### **Corporate Governance Policy**

#### **Purpose**

The purpose of this policy is to support management, financial and technical operations to meet all legal requirements. It complies with the Codes of Practice and replaces all other previous policies relating to Corporate Governance. It will be reviewed every 2 years.

#### **Policy**

##### **Governance**

1. The Augusta Community Resource Centre is the licensee for Augusta Community Radio and as such its Constitution covers 2oceansFM
2. The Constitution will be accessible to all volunteers and members on the networks S Drive and hard-copy on file in the CRC office.
3. The Station will be run by a Radio Sub-Committee which consists of the Station/Programme Manager a minimum of 4 volunteers and a member of the CRC Management Committee.
4. Volunteer members of the radio Sub-Committee should be nominated by a financial CRC member and be seconded by the Station/Programme Manager or CRC Management Committee member on the radio sub-committee.
5. A member of the Radio Sub-Committee shall cease to be a member on becoming un-financial or on failing to attend three Committee meetings without reasonable cause or notification. The vacancy can be filled at the next Committee meeting if required.
6. The Radio Sub-Committee reports to the CRC Management Committee.
7. The Radio Sub-Committee may form sub-committees to which specific powers are delegated.
8. The Radio Sub-Committee may seek volunteers who are not members of the CRC provided they are covered by an appropriate policy of insurance for public risk and personal accident.
9. The Radio Sub-Committee shall meet monthly but the Station Manager may summon the committee to meet more frequently if necessary.
10. Matters of the Radio Sub-Committee shall be decided by majority vote but where there is an equality of votes the Station Manager shall have a casting vote in addition to the deliberative vote.
11. Minutes of all Committee meetings will be on the networks S Drive.

##### **Finance**

1. All financial records of Augusta Community Radio are maintained by the CRC's finance officer in accordance with the Constitution.
2. End of year financial reports are audited and presented to the AGM.

##### **Technical**

1. Electronic copies of the Broadcasting Services Licence, Apparatus Licence and Certificate of Registration are kept on the networks S Drive. Hard Copies are in the clearly marked file in the CRC office.
2. The services of a radio engineer/technician may be utilised as required to ensure ongoing compliance with licence specifications and EMR/RF hazard standards.
3. The services of a radio engineer/technician may be utilised as required to ensure appropriate safety and quality of studio and production facilities.