



Governance Policy

(Code 1.2)

INTRODUCTION

Great Lakes Area FM Community Radio LTD was established in 1986 as a “general” community radio station licensed to serve the Great Lakes Area was given the Call Sign 2GLA.

In 2007 Great Lakes Area FM Community Radio LTD transferred legal status to be GREAT LAKES AREA FM COMMUNITY RADIO ASSOCIATION INCORPORATED.

Great Lakes Area FM Community Radio Association uses the on-air identifier of Great Lakes FM.

Great Lakes FM is used as a trading name and Great Lakes FM will be used in this document when referring to the station.

Great Lakes FM strives, to provide content that meets community needs and the expectations of our listeners. We achieve those goals by working together to serve the Great Lakes community with a commitment to the highest standards of integrity and sound corporate governance.

PURPOSE

The aim of this policy is to clarify the content of Great Lakes FM Constitution by making explicit the underlying principles of governance and to document how governance is managed within the organisation.

LEGISLATIVE/POLICY FRAMEWORK

- Broadcasting Services Act 1992 (BSA 1992) and Regulations
- Incorporated Associations Act 2009 (IAA 2009) and Regulations

STRUCTURE

Great Lakes Area FM Community Radio Association Inc. is a not-for-profit community organisation, managed by a Committee of Management elected by association members at an Annual General Meeting. The Board conducts the business of the Association in accordance with the rules of the Association (Constitution). The Committee of Management comprises a president, vice-president, treasurer, secretary and three ordinary members. The Station Manager is invited to have an active involvement in committee meetings.

Great Lakes FM is a sub metro station with limited resources and personnel, most of whom are volunteers. The organisational structure is appropriately structured with areas of operation reporting to the Station Manager. This structure facilitates direct involvement by the manager in the day-to-day operation of the station.

Refer to Management Flow Chart Rev3.Pdf

2gla21_Governance Policy Rev1

Great Lakes Area FM Community Radio Association Inc



Great Lakes FM

ROLES AND RESPONSIBILITIES OF THE Management Committee

RESPONSIBILITY

The Management Committee is responsible for corporate governance strategies within the community radio station. However, on a day to day basis, all persons involved in the running of the station have a responsibility to ensure that this and other policies referred to in this document are implemented. Specific responsibilities are clearly identified in the documents.

The Committee of Management is committed to good governance. It's roles and responsibilities include:

- Conducting the business of the Association as a not-for-profit community organisation in accordance with the rules of the Association (Constitution);
- Representing and acting in the best interests of the Association's members and Great Lakes FM;
- Ensuring compliance by the Association and Great Lakes FM with all relevant laws, broadcasting legislation, obligations and requirements of the Association's community broadcasting licence, and relevant Codes of Practice;
- Ensuring the ongoing viability of the Association through sound financial management;
- Ensuring the highest standards of governance and accountability;
- Recruiting a Station Manager best qualified for the role, then monitoring, reviewing and if required, managing the performance of the station manager;
- Approving all required and appropriate Codes of Practice and Codes of Conduct, and ensuring they are properly implemented and updated, as required, by station management;
- Ensuring station management is provided adequate resources (including station premises, equipment and technology) to enable Great Lakes FM to meet the expectations of its audience and community stakeholders, and maintain the highest possible levels of community engagement, audience reach and community broadcasting standards; and
- Mediating and adjudicating internal conflicts referred to the Committee by station management, via the Committee Secretary or by a vote of Association members.

MANAGING RISKS

The Committee of Management should undertake risk assessments and take appropriate steps to manage the organisation's exposure to significant risks. The Committee of Management must regularly review the risks to which the organisation is subject, and acts to mitigate risks identified.



Great Lakes FM

FINANCIAL MANAGEMENT

Great Lakes FM ensures that all aspects of financial management including financial transactions and record keeping are maintained to standards required for Not for Profit Organisations

Financial management includes:

- Budgeting and financial reporting
- Annual auditing

Budgeting and Financial Reporting:

1. An annual budget, the budget includes items of expenditure across the station's operation.
 2. The budget once confirmed, any variation from this budget requires the committee's approval.
 3. Management has authority to spend according to the budget
 4. Two signatories are required before payment is approved.
 5. Treasurer and Station Manager will prepare reports to the Committee for meetings
1. Payments must be signed by at least two people who have been nominated as signatories.
 2. Signatories cannot authorise payments made payable to themselves.

PROGRAMMING

A Program Sub-Committee reports to the Management Committee

Program Sub-Committee meets quarterly. Its role is to review and assess proposals for new programs and segments, submitted to Great Lakes FM. The sub-committee makes recommendations to the Board and station manager on the suitability of proposals. The sub-committee provides an additional level of input to decision-making about content broadcast on Great Lakes FM.

Ref 2gla06_Program Committee

This Governance policy does not supersede any other policy or the Constitution of the Association.