

## **RTRFM Policy 004**

### **Programming and Presenting**

#### **Policy Statement 09 - Programming**

Decisions regarding the commissioning, decommissioning and scheduling of programs for broadcast and download are made by the board of RTRFM 92.1 LTD. All presenters are expected to adhere to the [Community Radio Broadcasting Codes of Practice](#).

#### **Annual Review**

Programming forms an integral part of the station's operation, and the Board has the authority to make any programming changes at any time. Usually, however, this will take place following the station's annual programming review. All members will be invited to make submissions regarding programming changes prior to these occurring. This is usually a complex process, as it is impossible for all members to agree on all changes made. As such the Board does not take programming changes lightly and spends a considerable amount of time researching all changes.

#### **Suspending or Cancelling a Program**

This is complemented by the Discipline procedure. A program can be suspended or cancelled if it shows sustained poor performance or a significant lack of attendance by its presenters.

#### **Collective Limits**

Collectives are encouraged to have no more than eight (8) regular presenter-members on the roster. However, additional members can be added to 'the bench' for fills and other opportunities. Collective Coordinators, after the recommended consultation of collective members in the decision-making process, may provide recommendations to the General Manager for expulsions from a collective (based on sustained poor performance or a significant lack of attendance). New presenter-members may also be added to a collective before those on 'the bench', depending on the skill level or representation that is being added to the collective.

#### **Programming Committee**

The Board may appoint members to the Programming Committee to make recommendations. The Programming Committee is governed by its Terms of Reference, which provide a detailed outline of responsibilities. They are detailed below. (The Terms of Reference, like this policy, have been reviewed and approved by the RTRFM Board.)

##### **Membership and Chair**

The Programming Committee will be chaired by a member of the Programming Committee elected by the Board of RTRFM 92.1 LTD. The General Manager will be a permanent member of the committee, as will the Program Director (when

applicable) and the Music Director. A nominated member of the Board of Directors can be a permanent member of the committee. Other members are seconded to the Committee as required by a majority vote by the RTRFM Board. The Chair can be changed by a majority vote of the RTRFM Board.

### **Goals**

The Programming Committee will provide guidance and oversight for both the strategic and operational programming of RTRFM as follows:

#### Strategic

1. Ensure the RTRFM programming is of the highest possible quality through holistic assessment of the Programming Grid.
2. Review and evaluate New Program Submissions, making recommendations on additions to the Program Grid and related grid changes if necessary.
3. Ensure broader inputs and considerations that impact Programming are considered.

#### Operational

1. Provide monitoring, feedback and communication (via Air Checks) to Coordinators and collectives on the quality, presentation and programming aspects of shows. The General Manager/Program Director is the initial point of communication. This includes conveying the responsibilities of Coordinators and term limits within collectives where necessary (as in, when one must re-apply).
2. Ensure operational level programming and communications to Coordinators considers broader inputs and considerations.
3. Manage the annual Programming Review and Feedback process. This includes providing recommendations for additions and subtractions from collectives due to performance.
4. Manage the pathway to on-air broadcasting and experience for new on-air broadcasters who have completed training.

### **Deliverables and Reporting**

1. Programming Grid Review and Programming Change recommendations.
2. Maintain documentation on the Station's Music Policy, such as suggested updates and archival on shared drives/RTRFM website.
3. Programming Committee Minutes to be maintained.
4. The Chair or Board Representatives on the Programming Committee will provide a report to the Board at Board Meetings

### **Scope / Jurisdiction / Decision-Making**

1. Decisions on recommendations to be taken by majority vote of the Programming Committee based on quorum. Any dissenting/minority views should be noted in the report.

2. The Chair will present Programming Committee recommendations to the Board.
3. Where the Board is not prepared to approve a recommendation then a formal clarification process back to the Programming Committee will occur.
4. The Board has final decision-making authority.
5. The roles and responsibilities of the General Manager, Program Director and Music Director are not within scope, as documented separately.

This policy statement was approved by the General Manager, Programming Committee and RTRFM Board in July 2022.