



GOVERNANCE

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 Committee of Management (CoM) is accountable for the governance of Alpine Radio, however it should also be the concern of volunteers, members and other stakeholders to ensure the organisation is effectively and properly operated.

Committee members take ultimate responsibility for the financial and legislative governance of the organisation; however, governance is also concerned with the way the CoM works with volunteers, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which it was originally created.

Purpose

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

This policy is intended to clarify the content of Kiewa Valley Community Radio Inc.'s (Alpine Radio's) constitution (also referred to as 'rules') by making explicit the underlying principles of governance as approved by the organisation.

Guiding Principles

Alpine Radio's CoM is an elective, representative, and collective body.

It is elective, in that the persons serving on the CoM are determined by the members of Alpine Radio through an election process.

It is representative, in that each person serving on the CoM will act in the best interests of the whole organisation and all members are committed to act selflessly and make decisions and vote on governance decisions solely in the best interests of Alpine Radio.

It is collective, in that while each member of the CoM has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken CoM members are required **to support that decision**.

Policy

The function of Alpine Radio's CoM is to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The

CoM should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

1. The responsibilities of the CoM that cannot be delegated to any other person or body include:
 - a. Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with the constitution.
 - b. Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
 - c. Strategic planning – reviewing and approving strategic direction and initiatives.
 - d. Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements.
 - e. Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation.
 - f. Financial reporting – considering and approving annual financial statements and required reports.
 - g. Organisational structure – setting and maintaining a framework of delegation and internal control.
 - h. Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organisation’s paid staff and leadership volunteers.
 - i. Succession and remuneration planning – planning for executive and ordinary committee member succession, paid staff and leadership volunteers (e.g. technical officers, grants officer, policy officer, production and programming officers, IT officer).
 - j. Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
 - k. Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between CoM members, volunteers and paid staff.
 - l. Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable.

- m. CoM performance and composition – evaluating and improving the performance of the committee.

CoM members with operational roles

The CoM should focus on the strategic direction and the core policies of the organisation and avoid becoming involved in day-to-day operational decisions.

Where individual CoM members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of the CoM).

Related documents

- CBAA Codes of Practice
- Alpine Radio Constitution
- Alpine Radio policies and procedures

Policy updates

| Version Control | Date Drafted | Author |
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