



Tribe FM Incorporated
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YOUR TRIBE FM – YOUR LOCAL RADIO

Heartbeat of the Onkaparinga

POSITION DESCRIPTIONS

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POSITION DESCRIPTIONS

VISION STATEMENT

Your Tribe FM 91.1 Vision Statement

Tribe FM aims to serve the Community of the Onkaparinga Region.

**Operating the most accessible community radio station in our region which;
Enables, Encourages, Inspires, and, Sustains a deepening sense of community.**

Providing for communication that:

**Connects people, Raises awareness of diverse issues, Nurtures a sense of
community, and Promotes personal well-being.**

PHILOSOPHY AND OPERATION

Each Tribe FM Position description refers to having an understanding of the philosophy and operation of Community Radio and Tribe FM Incorporated. This is something that all members and who we encounter should do well to appreciate.

Tribe FM values those persons who are willing to work with others for the betterment of the Onkaparinga Community putting the community above themselves, and are able to demonstrate the ability to build relationships, and have an inclusive spirit.

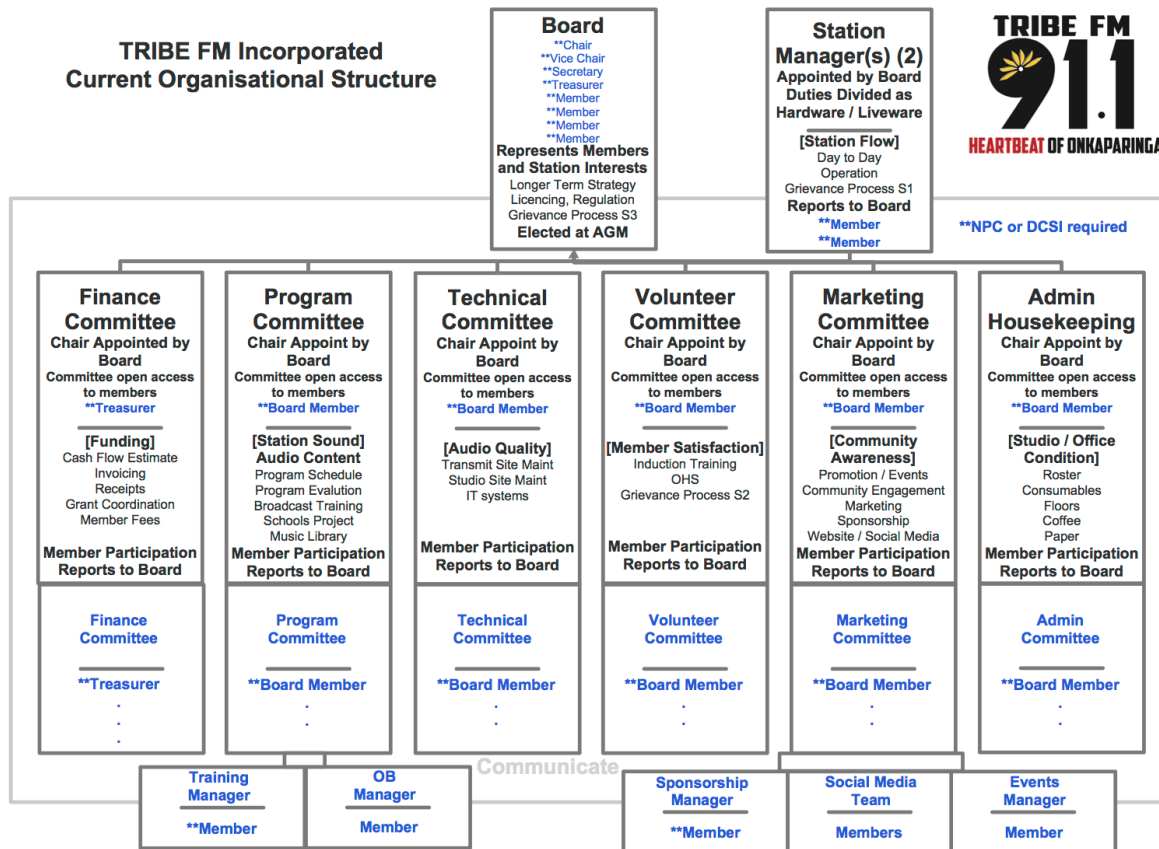
Tribe FM values its relationship to the Australian Community Radio Sector and will ensure the Australian Community Radio Sector is promoted by its actions.



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POSITION DESCRIPTIONS

ORGANISATIONAL CHART



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CHAIRPERSON

The CHAIRPERSON needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Chairperson's role is to co-ordinate, support and guide the Board in its role and on matters relating to the strategic and day-to-day management of the Association.

Key Responsibilities

In delegating any of these duties the Chairperson has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be specifically aware and be able to implement the requirements of the Associations Incorporation Act -South Australia and Tribe FM Incorporated constitution with regard to correct governance of the Association.
2. Oversee the smooth running and good management of the Association.
3. Chair meetings of the Board, the Annual General Meeting and any General Meetings.
4. Supervise the carrying out of business decided at the above meetings.
5. Attend and chair meetings of standing sub-committees whenever required.
6. Sign the minutes of each meeting in the minutes book after their approval by a subsequent meeting.
7. Be aware of any relevant inwards correspondence brought to their attention by the Secretary or Station Manager.



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8. Represent the Board and the Association and be responsible for dealing with:
 - a. The CBAA and ACMA on matters of community broadcasting policy
 - b. The CBF with regards to grant applications and acquittals
 - c. The Association's legal representatives
 - d. Community groups and business organisations and address these groups as requested
 - e. Complaints from listeners or sponsors.
9. Liaise with the Public Officer regarding returns to the Consumer and Business Services section of the Attorney General's Department of South Australia.
10. Supervise the activities and duties of the Station Manager and other contractors as required.
11. Ensure that training courses are provided to a high standard, conducted by experienced and competent trainers, and evaluated on conclusion.
12. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
13. Any other duty requested by the Board, pertinent to this position.



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VICE CHAIRPERSON

The VICE CHAIRPERSON needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

The Vice Chairperson position provides support to the Chairperson and as a member of the Board, provides input into the strategic and day-to-day management of the Association.

Key Responsibilities

The Vice Chairperson is responsible for:

1. Be aware of the requirements of the Associations Incorporation Act -South Australia and Tribe FM Incorporated constitution with regard to correct governance of the Association.
2. Chairing meetings in the absence of the Chairperson
3. Liaison with community groups and business organisations and addressing groups as requested.
4. Assist the Chairperson and other members of the Board as required.
5. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
6. Any other duty requested by the Board, pertinent to this position.



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SECRETARY

The SECRETARY needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

The Secretary's role is to support the Board in an administration capacity and as a member of this committee, to provide input into the strategic and day-to-day management of the Association.

Key Responsibilities

In delegating any of these duties the Secretary has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be aware of the requirements of the Associations Incorporation Act -South Australia and Tribe FM Incorporated constitution with regard to correct governance of the Association.
2. Keeping records of all appointments of the office bearers and members of the Committee.
3. Ensuring records are kept of the names of members present at Board meetings, General Meetings and the Annual General Meeting.
4. Maintain a register of details of members of the Board and any changes in the composition of the Board. To keep this register for inspection.



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5. Maintain minutes of Board Meetings, General Meetings, Annual General Meetings and Special General Meetings with regard to:
 - a. Taking minutes at meetings
 - b. Duplication and distribution prior to next meeting
 - c. Preservation in minutes book
6. Prepare and circulate the agenda of each meeting.
7. Attend to all correspondence dealt with at committee meetings and any other outwards correspondence of an official Association nature.
8. Arrange meeting venues and notification to members of time and place.
9. All other duties as specified in the Association's rules and in the Tribe FM Incorporated Constitution as registered with the Consumer and Business Services.
10. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
11. Any other duty requested by the Board, pertinent to this position.

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ASSISTANT SECRETARY (optional)

The ASSISTANT SECRETARY needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

The Assistant Secretary position is predominantly a membership secretary and as a member of the Board, provides input into the strategic and day-to-day management of the Association. It is also a support position for the Secretary as required.

Key Responsibilities

In delegating any of these duties the Assistant Secretary has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Maintain a data base of all members of the Association and update new memberships, renewals and registrations.
2. Update the Members Application Form and the Members Renewal Form, and Presenters Agreement and distribute to members when renewals are due.
3. In collaboration with the Secretary, notify members of General Meetings, Annual General Meetings and Special General Meetings.
4. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
5. Assist with Secretary's duties as required.



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TREASURER

The TREASURER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and financial management of the Association, the Treasurer's role is to consult with, advise and make recommendations to, the Board on matters relating to the strategic and day-to-day financial management of the Association, including financial reports, budgets and insurances.

Key Responsibilities

In delegating any of these duties, including to a paid bookkeeper, the Treasurer has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

It is the duty of the Treasurer of the Association to ensure that:

1. Be aware of the requirements of the Associations Incorporation Act -South Australia and Tribe FM Incorporated constitution with regard to correct financial operation of the Association.
2. All monies due to the Association are collected and received and all payments authorised by the Association are made.
3. Correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.
4. Sales and accounting systems are closely followed by contractors and volunteers, and that an effective liaison with the Station Manager exists at all times.



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5. Appropriate financial statements are presented at Board meetings, Annual General Meetings and General Meetings.
6. Where appropriate or required, aspects of the Treasurer's role are delegated to contracted or paid staff, volunteers and / or the Finance Sub-Committee.
7. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
8. Any other duty requested by The Board, pertinent to this position.

The Finance Sub-Committee

The Finance Sub-Committee provides advice and support to the Treasurer and helps to ensure that the Association's finances are managed in an effective, efficient, sound and ethical manner.

The Treasurer is the convenor of the Finance Sub-Committee, consisting of an appointed Assistant Treasurer, one or more other volunteers, with input from the bookkeeper. Sub- committee meetings and consultation with sub-committee members should occur as needed to assist the Treasurer in carrying out their duties.

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“ORDINARY” BOARD MEMBER

An ORDINARY MEMBER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

The Board is responsible for the strategic and day-to-day operation and management of the Association, and the role of the Ordinary Members of the Board are to provide support, advice and recommendations to other members of the Committee and raise any other relevant matters.

Key Responsibilities

1. Be aware or be willing to become aware of the requirements of the Associations Incorporation Act -South Australia and Tribe FM Incorporated constitution with regard to correct operation of the Association.
2. Identify an area/areas of activity in which they are interested, experienced and/or skilled, to undertake projects or other activities as agreed to by the Board. Participate in Board meetings and provide reports to meetings where relevant.
3. Be familiar with the operation of the station and bring to the attention of the Board any matters they consider are not being handled correctly or are in need of attention.
4. Ordinary Members are encouraged to attend meetings of standing sub-committees and be part of special sub-committees or working groups that might be required from time to time.
5. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
6. Any other duty requested by The Board, pertinent to this position.



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STATION MANAGER

The STATION MANAGER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Station Manager's role is to consult with and make recommendations to the Board on matters relating to the day to day operation of the Tribe FM Broadcast facilities.

Key Responsibilities

In delegating any of these duties the Station Manager has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be fully conversant with the requirements of the Community Radio Broadcasting Codes of Practice.
2. Receive short term and resolve by the use of fill-in notices scheduling issues regarding Presenter attendance.
3. Liaise with the Program Director providing input and facilitate the decided long term scheduling requirements of the station.
4. Liaise with the Finance, Program, Technical, Volunteer, Marketing, and Admin Directors with regard to the day to day functions within their scope of interest.



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5. Provide a monthly written report to be ratified by Board that may include but is not limited to:
 - a. Issues resolved and outstanding regarding the day to day running of the station.
 - b. Maintain the conflict resolution register / dairy.
6. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
7. Any other duty requested by the Board, pertinent to this position.

Essential Skills

- a. Must have experience in radio broadcasting.
- b. Must have skilled experience in conflict resolution.
- c. Good level of administrative skills and computer literacy, familiar with Microsoft Office and Excel
- d. Knowledge of recording equipment and audio software (Audacity, Audition)
- e. Good level of oral and written communication skills
- f. Current Driver's license



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PROGRAM DIRECTOR

The PROGRAM SUB-COMMITTEE DIRECTOR needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Program Committee Director's role is to consult with, advise and make recommendations to the Board on matters relating to the broadcast programming of the Association.

Key Responsibilities

In delegating any of these duties the Program Committee Director has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Follow the overall programming policy of the Association as endorsed by the Board. Have a working knowledge of CBAA policy from the handbook and CBAA Codes of Practice.
2. Ensure that any personnel problems, complaints and / or disputes involving programming matters are dealt with in accordance with the Tribe FM Incorporated Policy and Procedures Manual – Complaints and Disputes.
3. Delegate the responsibility for maintaining and updating the Programming Roster to a suitable volunteer.
4. Ensure that the quality of presenters' programs, technical programming and announcing ability is monitored. Where necessary, organise any additional training and/or support for presenters in these areas.



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5. Ensure that trainee presenters are given adequate opportunity to gain the required number of training/mentoring hours as part of their practical on-air training. Monitor the progress of each trainee presenter and provide a progress report to the Board.
6. Provide a monthly written report to be ratified by Board that may include but is not limited to:
 - a. Any significant programming changes and personnel matters.
 - b. Updates on trainee presenters and their progress in becoming new on-air presenters.
 - c. Details (including any costs) of opportunities arising for Outside Broadcasts.
 - d. Any personnel problems, complaints and / or disputes involving programming matters.
7. In conjunction with the Technical Director, be responsible for logging of ALL programs, as required by broadcast law.
8. Be responsible for, or delegate responsibility to a suitable member of the Program Committee, for variety in overnight automated programming.
9. Within one month of being elected to this office, convene the Program Sub-Committee with membership to be approved by the Board. In the event that this does not occur within the time limit, the Board may carry out this function.
10. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
11. Any other duty requested by the Board, pertinent to this position.



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The Program Sub-Committee

The Programming Sub-Committee provides advice and support to the Program Committee Director and helps to ensure that the Association's programming matters are managed in an effective, efficient, sound and ethical manner. The Program Director is the convenor of this Sub-Committee, consisting of a cross section of presenters. Sub-committee meetings to be held monthly where possible, with notes taken and a report from the Director presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Program Director in carrying out the key responsibilities of this position.

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POSITION DESCRIPTIONS

TRAINING MANAGER

The TRAINING MANAGER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Training Manager's role is to consult with and make recommendations to the Board on matters relating to sponsorship fundraising activities for the Association.

Key Responsibilities

In delegating any of these duties the Training Manager has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be fully conversant with the requirements of the Community Radio Broadcasting Codes of Practice and the Community Broadcasting Sponsorship Guidelines in relation to presenter or announcer responsibilities.
2. Plan and manage Tribe FM Incorporated's Training Plan and track performance against agreed relationship and financial targets.
3. The Training Manager reports formally via the Program Director with preference in being available to report with the Director at Board meetings.
4. Work with the Volunteer Director and Program Director regarding Training opportunities.
5. Ensure Training records are kept up to date.



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6. Provide a monthly written report to be ratified by Board that may include but is not limited to:
 - a. Status of the existing training program.
7. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
8. Any other duty requested by the Board, pertinent to this position.

Essential Skills

- a. Must have experience in radio broadcasting.
- b. Must have experience in training groups and one on one.
- c. Good level of administrative skills and computer literacy, familiar with Microsoft Office and Excel
- d. Knowledge of recording equipment and audio software (Audacity, Audition)
- e. High level of oral and written communication skills
- f. Current Driver's license



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OUTSIDE BROADCAST MANAGER

The OUTSIDE BROADCAST MANAGER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

The use of Outside Broadcasts to allow Tribe FM to engage with the local community is a significant area of value combined with risk for a community radio station. While the Board is ultimately responsible for the operation and management of the Association, the Outside Broadcast Manager's role is to consult with and make recommendations to the Board on matters relating to Outside Broadcast activities for the Association.

Key Responsibilities

In delegating any of these duties the Outside Broadcast Manager has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be fully conversant with the requirements of the Community Radio Broadcasting Codes of Practice.
2. Plan and manage the Tribe FM Outside Broadcast Schedule and track success and provide information on areas of difficulty and areas of opportunity for improvement.
3. The Outside Broadcast Manager reports formally via the Program Director with preference in being available to report with the Director at Board meetings.
4. Work with the Program Director and Technical Director regarding Outside Broadcast opportunities.



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5. Provide a monthly written report to be ratified by Board that may include but is not limited to:
 - a. Status of the existing Outside Broadcast program.
6. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association (not compulsory for this position).
7. Any other duty requested by the Board, pertinent to this position.

Essential Skills

- a. Should have experience in radio broadcasting.
- b. Ability to operate and diagnose issues with the Outside Broadcast equipment with phone assistance.
- c. Knowledge of recording equipment and audio software (Audacity, Audition)
- d. High level of oral and written communication skills
- e. Current Driver's license



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TECHNICAL DIRECTOR

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Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Technical Director's role is to consult with, advise and make recommendations to the Board on matters relating to strategic and day-to-day management of technical matters of the Association.

Key Responsibilities

1. Follow the day-to-day technical policy of the Association as determined by the Board. Have a working knowledge of CBAA policy from the handbook and CBAA Codes of Practice. Have the ability to work with, and delegate to, suitably skilled and experienced volunteers and the Station Manager.
2. Convene a competent sub-committee of two or more additional people (to be approved by the Board) and ensure that these are, as far as possible, people with appropriate training and/or expertise. This will generally mean a mixture of expertise in both Radio Frequency (RF equipment) and audio/studio equipment" (CBAA Handbook, Technical Resources).
3. Be responsible for the operation and maintaining all broadcasting equipment to required standards and organise repairs to any defective equipment. Ensure that stand-by equipment is always available and in good working order. Supervise the correct installation of new equipment.
4. Establish and maintain an integrated computer network with special attention to its interface functions with broadcasting equipment.
5. In conjunction with the Program Director, be responsible for logging ALL programs, as required by broadcast law.



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6. Be responsible for operation of air conditioning and electronic security systems, power and lighting.
7. Be responsible for equipment remaining on station premises other than for outside broadcasts and with permission from the Board.
8. Ensure that, as required by legislation, equipment purchased by government grant is available for use by all members of the Association.
9. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
10. Provide a monthly report to the Board on any of the above as relevant.

The Technical Sub-Committee

The Technical Sub-Committee provides advice and support to the Technical Director and helps to ensure that the Association's technical matters are managed in an effective, efficient, sound and ethical manner.

The Technical Director is the convenor of this Sub-Committee, consisting of a cross section of two or more additional people. Sub-committee meetings to be held when necessary with notes taken and a report from the director presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Technical Director in carrying out the key responsibilities of this position.



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VOLUNTEER DIRECTOR

The VOLUNTEER DIRECTOR needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Volunteer Director's role is to consult with, advise and make recommendations to the Board on matters relating to strategic and day-to-day management of volunteer management matters of the Association.

Key Responsibilities

1. Follow the day-to-day volunteer policy of the Association as determined by the Board. Have a working knowledge of CBAA policy from the handbook and CBAA Codes of Practice. Have the ability to work with, and delegate to, suitably skilled and experienced volunteers and the Station Manager
2. Convene a competent sub-committee of two or more additional people (to be approved by the Board) and ensure that these are, as far as possible, people with appropriate training and/or expertise. This will generally mean a mixture of expertise in volunteer or human resource management".
3. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
4. Provide a monthly report to the Board on any of the above as relevant.



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The Volunteer Sub-Committee

The Volunteer Sub-Committee provides advice and support to the Volunteer Director and helps to ensure that the Association's volunteer matters are managed in an effective, efficient, sound and ethical manner.

The Volunteer Director is the convenor of this Sub-Committee, consisting of a cross section of two or more additional people. Sub-committee meetings to be held when necessary with notes taken and a report from the director presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Volunteer Director in carrying out the key responsibilities of this position.

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YOUR TRIBE FM – YOUR LOCAL RADIO

Heartbeat of the Onkaparinga

POSITION DESCRIPTIONS

MARKETING DIRECTOR

The MARKETING DIRECTOR needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Marketing Director's role is to consult with and make recommendations to the Board on matters relating to fundraising activities for the Association.

Key Responsibilities

In delegating any of these duties the Marketing Director has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be fully conversant with the requirements of the Charitable Fundraising Act 1991 and the Charitable Fundraising Regulations 1993.
2. Seek Board approval for all marketing and fundraising activities before commencement.
3. Plan and execute at least three to five fundraising events each year with the aim of achieving a target amount set by the Management Committee.
4. Ensure fundraising events be planned for greatest cost effectiveness, with setting up costs to come out of the fund-raising account.
5. Ensure that any expenses or purchases be approved by the Board. Reimbursement can be obtained on production of a receipt.
6. Ensure all takings, together with cash reconciliation, be provided regularly to the bookkeeper or other delegate of the Treasurer for banking in the relevant account.



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POSITION DESCRIPTIONS

7. Provide a monthly written report to be ratified by Board that may include but is not limited to:
 - a. Details (including any costs) of any fundraising opportunities being considered.
 - b. Updates on progress in organising approved fundraising events.
 - c. Details on monies raised and expenses incurred for any completed fundraising events.
8. Within one month of being elected to this office, convene the Marketing Sub-Committee with membership to be approved by the Board. In the event that this does not occur within the time limit, the Board may carry out this function.
9. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
10. Any other duty requested by the Board, pertinent to this position.

The Marketing Sub-Committee

The Marketing Sub-Committee provides advice and support to the Marketing Director and helps to ensure that the Association's fundraising matters are managed in an effective, efficient, sound and ethical manner.

The Marketing Director is the convenor of this Sub-Committee, consisting of a cross section of two or more additional people. Sub-committee meetings to be held when necessary with notes taken and a report from the director presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Marketing Director in carrying out the key responsibilities of this position.



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POSITION DESCRIPTIONS

SPONSORSHIP MANAGER

The SPONSORSHIP MANAGER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Sponsorship Manager's role is to consult with and make recommendations to the Board on matters relating to sponsorship fundraising activities for the Association.

Key Responsibilities

In delegating any of these duties the Sponsorship Manager has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be fully conversant with the requirements of the Community Radio Broadcasting Codes of Practice and the Community Broadcasting Sponsorship Guidelines.
2. Plan and manage Tribe FM Incorporated's Sponsorship Marketing Plan and track performance against agreed relationship and financial targets.
3. Recommend and obtain Board approval for the Sponsorship schedule of rates.
4. The Sponsorship Manager reports formally via the Marketing Director with preference in being available to report with the Director at Board meetings.
5. Work with the Marketing Director regarding Sponsorship opportunities at events and Social Media exposure.
6. Work with the Program Director regarding Sponsorship scripts and the scheduling of Sponsorship announcements.
7. Ensure Sponsor relationships are kept up to date and sponsors are invoiced with enough notice to renew their accounts in liaison with the Treasurer.



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POSITION DESCRIPTIONS

8. Provide a monthly written report to be ratified by Board that may include but is not limited to:
 - a. Status of existing sponsor accounts.
 - b. Progress of new Sponsor leads.
 - c. Details on funds raised and expenses incurred for any completed sponsorship activities.
9. Within one month of being accepting the position, convene the Sponsorship Sub-Committee with membership to be approved by the Board. In the event that this does not occur within the time limit, the Board may carry out this function.
10. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
11. Any other duty requested by the Board, pertinent to this position.

Essential Skills

- a. Must have experience in radio broadcasting.
- b. Must have experience in sales and maintaining customer relationships.
- c. High level of administrative skills and computer literacy, familiar with Microsoft Office and Excel
- d. Knowledge of recording equipment and audio software (Audacity, Audition)
- e. High level of oral and written communication skills
- f. Current Driver's license



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POSITION DESCRIPTIONS

The Sponsorship Sub-Committee

The Sponsorship Sub-Committee provides advice and support to the Sponsorship Manager and helps to ensure that the Association's sponsorship matters are managed in an effective, efficient, sound and ethical manner.

The Sponsorship Manager is the convenor of this Sub-Committee, consisting of a cross section of two or more additional people. Sub-committee meetings to be held when necessary with notes taken and a report from the manager presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Sponsorship Manager in carrying out the key responsibilities of this position.

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POSITION DESCRIPTIONS

EVENTS MANAGER

The EVENTS MANAGER needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Events Manager's role is to consult with and make recommendations to the Board on matters relating to sponsorship fundraising activities for the Association.

Key Responsibilities

In delegating any of these duties the Events Manager has responsibility for monitoring their completion and should ensure that the person is familiar with specific requirements.

1. Be fully conversant with the requirements of the Community Radio Broadcasting Codes of Practice.
2. Plan and manage Tribe FM Incorporated's Events Plan and track performance against agreed relationship and financial targets.
3. The Events Manager reports formally via the Marketing Director with preference in being available to report with the Director at Board meetings.
4. Work with the Marketing Director regarding Events opportunities.
5. Provide a monthly written report to be ratified by Board that may include but is not limited to:
6. Within one month of being accepting the position, convene the Events Sub-Committee with membership to be approved by the Board. In the event that this does not occur within the time limit, the Board may carry out this function.
7. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.



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POSITION DESCRIPTIONS

8. Any other duty requested by the Board, pertinent to this position.

Essential Skills

- a. Should have experience in events coordination.
- b. Should have experience maintaining customer relationships.
- c. High level of administrative skills and computer literacy, familiar with Microsoft Office and Excel
- d. High level of oral and written communication skills
- e. Current Driver's license

The Events Sub-Committee

The Events Sub-Committee provides advice and support to the Events Manager and helps to ensure that the Association's sponsorship matters are managed in an effective, efficient, sound and ethical manner.

The Events Manager is the convenor of this Sub-Committee, consisting of a cross section of two or more additional people. Sub-committee meetings to be held when necessary with notes taken and a report from the manager presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Sponsorship Manager in carrying out the key responsibilities of this position.



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POSITION DESCRIPTIONS

ADMIN DIRECTOR

The ADMIN DIRECTOR needs to have, or develop as soon as possible, a clear understanding of the philosophy and operation of community radio and Tribe FM Incorporated in particular.

Position Description / Objective

While the Board is ultimately responsible for the operation and management of the Association, the Admin Director's role is to consult with, advise and make recommendations to the Board on matters relating to strategic and day-to-day management of volunteer management matters of the Association.

Key Responsibilities

1. Follow the day-to-day admin policy of the Association as determined by the Board. Have a working knowledge of CBAA policy from the handbook and CBAA Codes of Practice. Have the ability to work with, and delegate to, suitably skilled and experienced volunteers and the Station Manager
2. Convene a competent sub-committee of two or more additional people (to be approved by the Board) and ensure that these are, as far as possible, people with appropriate training and/or expertise. This will generally mean a mixture of expertise in volunteer or human resource management".
3. Within one month of accepting the position provide a valid National Police Certificate for assessment by the Association.
4. Provide a monthly report to the Board on any of the above as relevant.



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POSITION DESCRIPTIONS

The Admin Sub-Committee

The Admin Sub-Committee provides advice and support to the Admin Director and helps to ensure that the Association's day to day administration matters are managed in an effective, efficient, sound and ethical manner.

The Admin Director is the convenor of this Sub-Committee, consisting of a cross section of two or more additional people. Sub-committee meetings to be held when necessary with notes taken and a report from the director presented to the Board monthly meeting. Consultation with sub-committee members should occur as needed to assist the Admin Director in carrying out the key responsibilities of this position.

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