



## **Policy - Returning to 'Air' After Time Away**

*As part of its ongoing efforts to improve the quality of presentation on ArtSound, the Board, in consultation with the Program Committee, has created a policy that governs the return to 'air' of presenters who have stepped away from presenting for three months or more.*

This policy recognises that presenting programs on ArtSound FM is to be considered a privilege and is an opportunity offered only to certain ArtSound members at the complete discretion of the ArtSound Program Committee and the organisation's Board.

Returning presenters are required to:

1. Complete an 'air' check of 30 minutes with at least three mic breaks that include announcing of music tracks played and station announcements
2. Review a sample running sheet and current procedures with station staff
3. Receive a short walk-through refresher on security procedures from station staff; and
4. Receive Program Committee approval to join any program as a regularly scheduled member – this is to ensure that as many parts as possible of the program grid are staffed with enough presenters.

Returning presenters will be returning 'on trial' for a period of three months while evaluation continues. If successful they will be considered to have returned to the regular roster.

The Board will determine whether any presenter, returning to the station, may return to 'air'. Such presenters must sign an undertaking that they will follow ArtSound's ethos and broadcast philosophy and will not breach ArtSound policies.

The Program Committee and/or Broadcast Production Manager will sign off on any such undertaking signed by the returning presenter.