

ArtSound Program Committee

Terms of Reference

Adopted 18 July 2023

Name	Program Committee
Purpose	The Program Committee advances ArtSound’s Programming Aims by overseeing program content, considering revisions including potential new programs, supporting program innovation, and exercising quality control over programs in collaboration with the Standards and Training Committee, when one exists.
Membership	<p>The Board appoints the Program Committee from ArtSound volunteers who have relevant experience and knowhow.</p> <p>The committee’s membership is up to seven members (including at least one Board member) who have expressed interest and who have been approved by the Board and existing Program Committee members on the basis of radio experience, knowledge of arts and musical genres, and similar qualifications, and have shown a dedication to these areas of operations.</p> <p>The Committee’s members select its Chair.</p> <p>Upon casual vacancies, the Program Committee selects potential new members and presents them for approval by the Board, or the Board proposes qualified volunteers to the Committee. The Committee has final say on which proposed members are suited to the Committee’s work and to collaboration with the Committee.</p> <p>The Board reviews and renews Committee membership annually; the Board may recommend changes to the Chair and/or Committee members for their consideration.</p>
Meetings	Monthly or as needed. The Chair issues a schedule of meeting dates each four months for the coming four months.
Role of the Chair	<p>The Chair will seek to:</p> <ul style="list-style-type: none"> - provide the Board a written report of Committee activities prior to each Board meeting - maintain minutes of decisions and recommendations - notify the Board of decisions and actions that require Board support - communicate Committee decisions and concerns to Program Coordinators - consult with any ArtSound Standards and Training Committee when concerns arise about presenter performance and compliance with ArtSound’s licence and Programming Aims. - ensure that the Board maintains ArtSound’s Programming Aims
ArtSound Strategic Priority	Engage with and support the Canberra community as an arts organisation and broadcaster (Strategic Priority 1)
Functions	<ol style="list-style-type: none"> 1. To ensure that programs are delivered in accordance with ArtSound's licence and related requirements and with program guidelines 2. To review and if necessary work with program teams to update program guidelines and disseminate revisions to presenters 3. To review the program grid regularly 4. To review new program proposals, and tentatively approve those that: <ol style="list-style-type: none"> a) advance ArtSound's mission

	<p>b) expand the size and/or diversity of ArtSound's audience, and/or</p> <p>c) take advantage of new or emerging technologies</p> <p>5. To present new programs to the Board for its approval</p> <p>6. To provide feedback and input to any ArtSound Standards and Training Committee into ArtSound's presenter training and presenter refresher practices</p> <p>7. To ensure that program coordinators are in place for all program groupings, and that they promote their programs within ArtSound and to listeners</p> <p>8. To assist in the preparation and publishing of up-to-date presenter rosters and presenter advisories</p> <p>9. To make recommendations to the Board concerning the recognition of exceptional achievement by presenters</p> <p>10. To ensure that appropriate records of ArtSound's programming (including playlists and interview records) are maintained for reporting and grantwriting purposes</p>
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Authorisation

Adopted by the Board at its meeting of 18 July 2023, and approved as a working document subject to amendment when/if circumstances change and/or following recommendations from the Committee.