

## **STANDING ORDERS GOVERNING BROADCASTING COMMITTEE**

### POLICY

1. Interpretation: The Broadcasting Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. Function: Broadcasting Committee is responsible to the Community Zone for the development, marketing, programme production and co-ordination of JAM Radio. The Committee is to elect an Executive Committee to undertake the day to day administrative and organisational tasks, in accordance with the priorities agreed by the Committee. All paid up members of Jam are members of the broadcasting Sub Committee.
3. Programme: Programme policy is to rest with the Executive Committee except that the Station Manager shall have specific responsibility to ensure that:
  - a. no slanderous material is broadcast. He/she is to submit all material that may be so categorised to the Chief Executive for reference to the Union Solicitor, whose decision on the matter shall be final. General guidelines on defamation are attached at Annex A SO 2006 and a copy of a certificate to be signed by the Station Manager on assuming the appointment is at Annex B;
  - b. any material concerning a member of HUU staff is only to be broadcast with his/her permission;
  - c. no material is broadcast which contravenes HUU policy on equal opportunities.
4. Membership: Membership of the General Committee is open to all full members of HUU.
5. Executive Committee: An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:
  - a. Station Manager;
  - b. Programme Controller;
  - c. Treasurer/Secretary;
  - d. Head of Music;
  - e. Head of Engineering;
  - f. Head of Promotions and Advertising.

- g. Head of Production.
- h. Head of Events.
- i. Head of Interviews

6. Elections: The Station Manager is to be elected by the General Committee in the seventh week of the second semester and ratified by Council. Nominations for the post of Station Manager must be handed to Chair Media not later than 12 noon on the Wednesday in the sixth week of the second semester. The nominations are to be displayed on the Elections and Official Notifications Notice Board at least two clear days prior to the election. All other members of the Executive Committee are to be elected by the General Committee and ratified by VP Community, in accordance with SO.8008 and subject to the following provisions:

- a. only members of the JAM who have been present for all general meetings in the two weeks prior to the election are entitled to vote;
- b. a member of the Executive Committee must resign before standing for another appointment;
- c. a member may only stand for one appointment in an election

7. Individual responsibilities: Individual members of the Executive Committee are to have the following responsibilities.

a. The Station Manager is to:

- (1) chair meetings of both the Executive Committee and General Committee;
- (2) have overall control and organised JAM activities in accordance with agreed policies, with specific responsibility for programme policy, transmission times, budget and financial management in liaison with the Treasurer, and contact with internal and external organisations;
- (3) ensure that no slanderous material is broadcast;
- (4) liaise with the General Manager to ensure that relevant sections of the 1998 Data Protection Act and subsequent revisions are adhered to;
- (5) Plan the long term strategy and direction of JAM in coordination with the Chair Media.

b. The Programme Controller is to:

- (1) be Deputy Chairperson of the Executive Committee and General Committee;

- (2) represent any other non Executive Committee post holders, as nominated or elected from time to time, on the Executive Committee;
  - (3) have specific responsibility for the day to day running of JAM including:
    - a. scheduling and maintenance of the agreed schedule;
    - b. maintaining discipline and standards of on-air output;
    - c. the upkeep of the digital play list and digital schedule to ensure the conditions of the Limited Online Exploitation Licence are met in full;
    - d. keeping the office and studio in good order.
- c. The Treasurer/Secretary is to:
- (1) ensure that the General Committee manages its financial affairs in accordance with Standing Orders Governing Financial Procedures and any directive issued by UEC from time to time;
  - (2) be responsible for the costings of all projects;
  - (3) work with other members to develop the earning potential of JAM;
  - (4) make recommendations in respect of production and administrative costs and advertising rates;
  - (5) act as Secretary to the Executive Committee and General Committee;
  - (6) maintain records of the General Committee membership.
- d. The Head of Promotions and Advertising is to:
- (1) Liaise with Vice President Community on advertising matters;
  - (2) Sell advertising air-time on JAM only after liaising with VP Community and the Marketing team to produce official union contracts;
- e. The Head of Production is to:
- (1) organise the producing of advertising material with the approval of VP Community
- f. The Head of Music is to:
- (1) be responsible for the development and maintenance of relationships with record and promotion companies;
  - (2) be responsible for processing and returning the Music review sheets;
  - (3) be responsible for cataloguing and maintaining the music library;

- (4) be responsible for the music team;
  - (5) liaise with the Programme Controller on the preparation and upkeep of the digital play list.
- g. Head of Engineering is to:
- (1) recruit and direct the engineering team;
  - (2) ensure with the help of Chair Media that professional contractors are responsible for the maintenance of the studio and other JAM equipment;
  - (3) make recommendations to Chair Media in respect of the purchase of new equipment and maintenance of current equipment;
  - (4) be responsible for the maintenance and upkeep of Myriad, Powerlog and relevant Computer Systems.
- h. Head of Promotions is to:
- (1) organise social events for and on behalf of the committee;
  - (3) liaise with HUU marketing department on all publicity materials;
  - (4) be responsible for the production of all internal promotional materials including; station ID's, show IDs, sweepers and jingles;
  - (5) be responsible for the promotion of external JAM events;
  - (5) Liaise with Chair Media regarding the promotion of JAM in the union and externally.
- i. Head of Production is to:
- (1) Be responsible for the production of all the station Idents, Sweepers and Jingles.
  - (2) Be responsible for the "sound" of JAM - its identity on air.
  - (3) Be responsible for training presenters in new techniques to keep sound quality high.
7. Financial Control: All financial transactions must meet the financial procedures laid down in Standing Order 9001

Annexes:

- A. Guidelines on Defamation
- B. HUU Editorial/Programme Policy Certificate

KLH/AM December 2011

Passed at UEC: 2/12/11

Passed at Union Council:

**HULL UNIVERSITY UNION**

**PROGRAMME POLICY CERTIFICATE**

I \_\_\_\_\_being Station Manager of JAM agree to abide by the Programme Policy as laid down in Standing Orders Governing Broadcasting Committee. I have read the Guidelines on Defamation (Annex A to SO 2006) and will ensure that no programme contains matters of a defamatory nature. If in doubt I will refer the matter to the General Manager.

I have also read and understand the Radio Authority Programme Code and Advertising Sponsorship Code.

Signed \_\_\_\_\_ Station Manager JAM

Date \_\_\_\_\_