

CFRU Policy Committee

Terms of Reference

Approved October 28 2013

Purpose

The Policy Committee is designed to help review and revise official station policy. The committee will work to build finished policy documents that will be presented as recommendations to the board of directors. The committee will review all station policy, including but not limited to station by-laws, and matters relating to training, on- and off-air processes, and committee workings.

Composition

- The committee will consist of a minimum of 3 and a maximum of 6 members. The committee must always include the station manager, a board member, and a staff representative. The remaining positions may be filled by staff and volunteers, limited to a total of two per designation. The station manager occupies a board position.
- The committee will be chaired by the Station Manager.
- The Policy Committee may invite such board members, staff, volunteers, and other outside parties as may be deemed necessary or beneficial to assist in the discussion and consideration of the committee's business.
- In case of a vacancy on the committee, volunteer members will be invited to seek letters of intent to join the committee. New committee members must be confirmed by 50% plus one of existing members in a vote to be conducted at the next scheduled committee meeting.
- A member of the committee may be dismissed if at least 75% of other committee members approve a motion to exclude the member. Such motions may only be brought forward when for clearly defined reason, such as extended absence obstruction of process, etc. All such votes must take place via a secret ballot.

Duties and Responsibilities

The Policy Committee shall:

- review and discuss proposed new policies or changes to existing policies;;
- ensure consultation with groups and individuals who will be affected by proposed policy changes;
- draft and maintain a realistic timeline for the review and revision of standing policies;
- strike sub-committees or request individuals, groups, or committees to draft or revise policy and/or procedures for review;
- maintain a policy to review existing policies, the submission of new policies, and scheduled reviews of the committee's terms of references;
- meet at least on a quarterly basis;
- provide notice to its members at least one week in advance of meetings; and
- present completed policy to the board of directors for approval and implementation within the station.

Accountability

- The committee shall review its terms of reference annually and make recommendations to the board as required.
- The committee shall keep a record of its meetings and present reports to the Board of

Directors at the next board meeting or as requested. If a meeting is held within 7 days of a Board of Directors meeting, the Policy Committee may defer its submission until the next meeting.

- All committee processes will be kept in a Policy binder that will be made available online and in hard copy via the station manager. Matters that may compromise personal privacy may be excluded at the committee's discretion.
- The committee shall not recommend to the Board of Directors any policy that includes financial transfers without prior consent from the Finance Committee.

Steps to create new policy, or review existing policy

In order to submit policy, the party submitting the policy shall:

- 1) clearly mark any proposed changes from existing policy (as well as submitting a copy of the existing policy, if applicable); and
- 2) on a separate page, indicate the reasons for amendment, or the necessity for the policy change or new policy to be put into place.

The submitting party may also indicate other groups or parties that have been consulted in the planning process. All station committees that have been consulted must be referenced in the submission. Proposed policy changes and new policies shall be submitted to the chair of the policy review committee (i.e., the Station Manager).

Review:

Policy Committee members will meet in accordance to the Terms of Reference and discuss the proposed changes. Proposed changes will be addressed in chronological order except for matters deemed to be urgent. Where applicable, the committee shall request individuals making submissions to attend Policy Committee meetings to address the concerns of committee members.

All unapproved policy drafts must clearly state "draft." Approved policies must state the date of approval by the Policy Committee, other committees, and the Board of Directors.

Modifications:

The Policy Committee may return any submission to the submitting group or individual for revision, if the committee has suggestions for change or if there are matters requiring clarification. The committee may also request recommendations or changes from other affected parties before bringing formal recommendations to the board of directors.

The Policy Committee will confirm that proposed changes do not violate CFRU's by-laws, the station's mandate and ABC's, Ontario Corporation Law, provincial and federal Law, and CRTC rules and regulations.

Policies approved by the Policy Committee will be forwarded to the Board of Directors the Board of Directors has final discretion over matters of policy, as per 19.a of the Bylaws.

Revision Notes

Drafted by: Peter Bradley – Station Manager March 2013

Modified by: Barry Rooke – Station Manager - September 18 2013

Modified by: Christopher Currie – Volunteer Coordinator - October 26 2013

Approved by: Board of Directors – October 28 2013