

Programming Committee

Terms of Reference

Approved September 30 2013

Purpose

The Programming Committee will ensure that CFRU programming is consistent with the overall operating principles of the station and work towards the ongoing improvement, expansion and diversifying of CFRU Programming.

Composition

- Consisting of a minimum of 3 members, including a board member, the Programming Coordinator, and a volunteer.
- Maximum of 6 members, of which remaining positions may be filled by Staff, Board of Directors and/or volunteers, but limited to two per designation. The Station Manager may fill a Board position, or may be appointed by the board to sit on the committee as a non-voting member.
- The Chair of the committee, a Standing Committee of the Board, is the Programming Coordinator
- The Standing Committee may invite such Board Members and outside parties, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the committee's business.
- In case of vacancy on the committee, volunteer members must be confirmed by a minimum 50% yes vote after submitting a letter of intent to join the committee, to be conducted at the next scheduled committee meeting.
- Any member of the Committee may be asked to leave if a 75% or greater secret ballot is passed after a motion to exclude is brought forth when a clearly defined reason such as extended absence in the committee, obstruction of process, etc is defined.

Duties and Responsibilities

- Assessment of program proposals and demos in a fair and efficient manner
- Allocation of timeslots in accordance with CFRU programming priorities and principles
- Ongoing development of the programming schedule, including needs assessment and recruitment to meet a variety of programming needs
- Ensuring programmers get regular feedback as a means of improving overall programming. Developing and maintaining Program Review system as required
- Development and revisions to programming policies, for approval by staff, Policy Committee and membership

Accountability

- The Committee shall review the terms of reference for the Standing Committee 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

Approval

Drafted by Station Manager (Peter Bradley) March 2013
Modified and Approved by Programming Committee August 2013
Sent to Board of Directors for Approval – September 2013
Approved by: Board of Directors – September 30 2013