

CFRU-FM Technical Committee

Terms of Reference

Approved September 30 2013

Purpose

The Technical Committee is a Standing Committee of the Board of Directors. It exists to provide the station with advice and direction in all technical matters, including technical budgeting; transmitter plant maintenance; and the selection, installation, and maintenance of new and existing equipment.

Composition

1. The Committee shall be composed of between five (5) and seven (7) members, consisting of:
 - a. two (2) bargaining unit employees, one of whom shall be the Operations Co-ordinator,
 - b. one (1) or two (2) representatives of the Board of Directors (of which one position may be delegated to the Station Manager), and
 - c. two (2) or three (3) station volunteers, at least one of whom shall be a spoken word or news programmer.
2. When Committee membership is six (6) or less, quorum shall be three (3). When Committee membership is seven (7), quorum shall be four (4).
3. The Committee shall operate in a manner consistent with the provisions of CFRU's by-laws and ABCs, the CFRU Collective Agreement, other relevant station policies, provincial and federal laws, and CRTC and Industry Canada regulations. Where possible, the Committee makeup shall be reflective of the Employment Equity mandate referenced in CFRU's Collective Agreement.
4. Volunteers who wish to serve on the Committee will submit a letter of intent stating the strengths they can bring to the committee and demonstrating their intent to learn technical skills. Successful volunteer applicants must be confirmed by a majority vote of Committee members; this vote will be held at the next scheduled Committee meeting following receipt of an application. The Committee will provide assistance in composing letters of intent.
5. The Technical Committee may invite guests to assist in the discussion and consideration of the Committee's business.
6. Any member of the Committee may be removed from the Committee at any time at a meeting of the Committee called for that purpose by a two-thirds (2/3) majority vote of the members present.

Duties and Responsibilities

1. The Committee shall draft and facilitate realistic and sustainable annual maintenance and capital budgets, which will be provided to the Finance Committee for approval by the Board of Directors. The deadline for submission for a yearly technical budget to the Finance Committee is March 1st. The Technical Committee shall work with the Finance Committee to devise a strategy for amending and altering a proposed budget in the event of disagreement between the two committees.
2. The Committee shall assist in long-term planning with respect to technical needs of the station.
3. The Committee shall assist in year-end recommendations for savings and re-allocation of deficit or surplus in the budget.
4. Technical Committee meetings will take place monthly or more often as the Committee deems necessary, at a location outside of CFRU offices as secured by the Operations Co-ordinator.
5. The Operations Co-ordinator shall call the Technical Committee meetings and circulate agendas a minimum of 24 hours before the meetings.

Accountability

1. The Committee shall review the terms of reference for the Technical Committee and related policies annually in accordance with the policy review and approval process.
2. The Committee shall keep minutes of its meetings and Board representatives shall present reports to the Board of Directors at the next Board Meeting or as requested.
3. The Committee must report to the Board of Directors on efforts made to include volunteers from various CFRU departments and to promote representation from traditionally marginalized communities in the committee's membership.

Approval

Drafted by Technical Committee -Steve Mason Chair Sept 17 2013

Reviewed by Station Manager – Barry Rooke – Sept 19 2013

Sent to the BOD for Approval – September 2013

Approved by: Board of Directors – September 30 2013