

# **CURTIN FM 100.1 ADVISORY BOARD TERMS OF REFERENCE**

## **Preamble**

Curtin FM 100.1 is the University's wholly owned and operated community broadcaster. It has been broadcasting since 1976 and seeks to educate, entertain and inform its target audience (55+ age bracket). Community broadcasting licences are allocated on the basis of community need, and Curtin FM's educational broadcasting licence was renewed for five years in 2020 by the Australian Communications and Media Authority. The Station is widely regarded as one of the largest and most successful metropolitan community broadcasters in Australia.

## **1. Responsibilities**

The Board:

- 1.1 provides advice on:
  - 1.11 the Station's strategic direction in order to ensure its ongoing viability
  - 1.12 matters referred to it by management or the University
  - 1.13 ways to increase community participation with the station and develops links between the Station, the University, and the wider community.
- 1.2 is an advocate for the Station and assists in ensuring it has the support it requires to operate.

## **2. Composition**

- 2.1 The Board shall consist of up to nine persons comprising
  - 2.1.1 A Chairperson (external invitation by the Vice-President Corporate Relations)
  - 2.1.2 Director Strategic Communications, Corporate Relations (ex-officio)
  - 2.1.3 Associate Director, Curtin FM 100.1 Corporate Relations (ex-officio)
  - 2.1.4 A staff representative from Curtin FM
  - 2.1.5 A volunteer representative from Curtin FM
  - 2.1.6 Up to four persons from outside the University/Station appointed by the Chairperson to provide the Board with community input. Community members will also have the opportunity to express interest in at least two of these positions as vacancies occur.
  - 2.1.7 Further members may be co-opted to the Board at the invitation of the Chairperson where there is a clear and particular need.
- 2.2 The Curtin FM staff and volunteer representatives and external Board members shall be appointed for terms of three years.
- 2.3 Board members are appointed to advise in the best interests of the Station overall, not to represent a particular constituency.

## **3. Meeting Schedule**

- 3.1 The Curtin FM Advisory Board shall meet quarterly. At the commencement of each meeting, the Chair must establish that there is a quorum, defined as half the number of Advisory Board members (excluding ex-officio members) plus one.
- 3.2 The Chair is responsible for determining if more meetings are required to enable the Board to meet its responsibilities.
- 3.3 Meetings will be coordinated through the office of the Vice-President Corporate Relations. This office will also provide secretarial support to the Board.

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