

Corporate Governance Policy Statement- 2BRW

- The Community Radio Codes of Practice require Braidwood FM to have sound corporate governance practices and procedures that support its management, financial, and technical operations to meet all legal requirements.
- Sound corporate governance practices give our listeners confidence that Braidwood FM is being managed appropriately. They also enable our community to have adequate input into key decision-making processes (see our Community Participation Policy Statement).
- This policy statement summarises key principles only. Please see Braidwood FM's Constitution for further information.

Governance of Braidwood FM

- Braidwood FM's Constitution is available on our website (amended March 2021). The Constitution sets out the terms and conditions of membership, the powers and functions of the Management Committee (Board), procedures for Annual General Meetings, and miscellany relating to the financial management of Braidwood FM.
- Persons must be members of Braidwood FM to nominate for positions on the Board.
- Braidwood FM's Board controls and manages the affairs of Braidwood FM Inc. The Board consists of four office bearers (President, Vice President, Treasurer and Secretary) as well as three Ordinary Committee Members, one of which is the station manager. Each position is up for election at our Annual General Meeting. A Board member may hold up to two offices (other than President and Vice President).
- Each term of office is for three years; Board members can only serve two consecutive terms of three years, after which time they must step down. However, a Board member in such a position can nominate for a different position on the Board.
- Nomination of candidates for election as office bearers must be made in writing, signed by two members of Braidwood FM, and must be delivered to the Secretary at least 7 days prior to the Annual General Meeting.
- The specific roles and responsibilities of each office bearer is detailed in our Constitution.
- The Board meets at least three times in each period of 12 months.
- Minutes of Board meetings, including the Annual General Meeting, are available on Braidwood FM's website.

Financial Management of Braidwood FM

- The Treasurer is responsible for overseeing the financial affairs of Braidwood FM. This includes day to day transactions as well as bookkeeping requirements. The Treasurer regularly consults with other Board members to ensure transparency in financial management.
- Detailed quarterly financial statements are made available to the Board in a timely manner.

- The funds of Braidwood FM are to be derived from membership fees, annual subscriptions, donations, and any other sources that the Board determines appropriate (subject to resolution).
- Subject to resolution, the funds of Braidwood FM are to be used solely in pursuance of the objects of Braidwood FM in the matter that the Board determines.
- Braidwood FM must not conduct its affairs so as to provide a pecuniary gain for any of its members. Braidwood FM must remain a not for profit organisation.
- Records, books, financial documents, the Constitution, and meeting minutes are to be made available for inspection by members of Braidwood FM.

Technical Management of Braidwood FM

- Braidwood FM's Technical Officer is responsible for overseeing compliance with regulatory and technical standards under the *Broadcasting Services Act*, the *Radiocommunications Act* and related legislation and regulation. The Technical Officer regularly consults with station management and Board members to ensure transparency in technical management.
- Braidwood FM's broadcasting services licence and apparatus licences are easily accessible to station personnel.
- Braidwood FM encourages reports from the public regarding its signal quality and transmission. Reports are sent directly to station management who can then liaise with the Technical Officer to determine the best course of action.
- There are some technical issues which are beyond the scope of the Technical Officer and station management. In such cases, Braidwood FM may engage industry professionals such as broadcast engineers to resolve problems.
- Safety in and around Braidwood FM's transmission and studio facilities is paramount. In particular, the Technical Officer ensures all equipment is safe for use and all facilities comply with relevant workplace safety legislation and standards.

If you feel that Braidwood FM has breached its obligations under the *Broadcasting Services Act* or the Codes of Practice, please contact the station or make a formal complaint on our website.