

Wireless Institute of Australia

Terms of Reference - WIA Broadcast Team

Purpose of the Broadcast Team

The main purposes of the Broadcast Team are to:

- provide advice to the WIA Board
- carry out the tasks listed in the Main tasks section.

Main tasks of this Team

The main tasks of the Broadcast Team are to:

- select from the membership, one person to keep records of meetings and other transactions
- produce responses to correspondence from the Board
- regularly review and update these Terms of Reference
- set and publish technical standards and applications listings for the recording, submission and publishing of audio broadcast files
- select from the team membership at least two persons to undertake the role of broadcast anchor
- select from the team membership at least two persons to undertake the role of broadcast editor
- select from the team membership persons to undertake the role of broadcast segment presenters
- select from the team membership a Team Leader
- produce a weekly WIA National News broadcast of up to a maximum of 30 minutes duration for 52 weeks of the year
- produce special events, re-broadcasts, and general broadcast material
- produce, edit, receive and advise clubs and individuals on suitable advertising material within the limits of the Licence Conditions Determination and the Radiocommunications Act
- ensure the broadcasts operate within the limits of the Licence Conditions Determination and the Radiocommunications Act
- set, manage and advertise material and recording deadlines
- advise the Board on matters arising from carrying out the substantive tasks.

Composition of Team

The Broadcast Team comprises at least one and not more than two Directors, plus other WIA members. The Director(s) are responsible for liaison between the team and the Board.

Initial appointment

The Board will select and appoint Director members of the Broadcast Team. The Broadcast Team will select all other members after advertising the position and receiving submissions including:

- letter of claim for position
- a curriculum vitae (CV) listing relevant qualifications and experience
- names and contact details of referees.

A term of appointment will be agreed with each successful applicant.

Succession plan

Senior team members are expected to mentor newer team members. At the end of a team member's term, the incumbent may re-apply for the position. If the incumbent wishes to retire,

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there must be an effort to capture experiences and caveats in writing for handing to the next incumbent; such materials may well be drawn from the diaries of mentors. That member's written experiences and caveats will be passed to the WIA's Secretary for storage and access.

Removal of member

See the Constitution for reasons for and process of removing a member. (Sections 5.4 and 5.7)

Management of the team's tasks

The leader of the Broadcast Team will be chosen by the team. The leader must be impartial. The roles of the leader are to:

- preside over team meetings
- seek views of all present
- if no contrary view is offered by the members, offer a contrary view
- distribute tasks to team members
- seek resources from the Board
- give advice on performance of tasks, including on training required
- manage task performance issues – planning, leading, organising, controlling, co-ordinating, monitoring – within this team and in liaison with other areas of the WIA
- report to the Board on the Broadcast Team's findings and performance.

Procedures within the team

See the Constitution for normal committee procedures (Sections 9 and 10) except that for section 9.1 the quorum is four and section 10.1 does not apply to members of this team.