

Wireless Institute of Australia Role Descriptions – Broadcast Team

Under the direction of the WIA Board:

Principal duties of the Broadcast team members	
Team leader	Manages and leads Broadcast Team
	Is the Supervisor for the purpose of the Volunteer Agreements
	In consultation with the other team members, creates an annual roster of team members involved in the delivery of the calendar of broadcast and special events
	Takes responsibility for overall production and process of all on-air broadcasting, including WIA National News, Special Events, Re-broadcasts, Advertising and General Broadcasts
	Establishes and ensures broadcast technical standards are used and upheld
	Co-ordinates the team to pre-record segments each week
	Ensures broadcasts comply with all legal obligations, including meeting copyright provisions
	Grants final approval for broadcasts to go to air
Anchor	In liaison with the Editor(s) and presenters, creates linkage audio between presenter and pre-recorded material
	Ensures appropriate broadcast flow and timing
	Works closely in liaison with Editors and Presenters
Editor	Receives source material, edits, records and generates material for broadcasts
	Maintains a flow of suitable source material from Australian and other amateur radio and technical sources
	Gathers suitable material for promotion and marketing of the WIA
	Gathers and manages material, compiles pre-recorded segments into pre-broadcast templates
	Creates, maintains, applies and uses broadcast templates
	Establishes and maintains annual calendar and roster of National News broadcasts and special events
Presenter	Records material from scripts provided by the editors
	Meets tight recording timeframes
	Records segments that comply with established broadcast standards
WIA director	Provides liaison between the Team Leader, Anchors, Editors and the Board of Directors
	Works with the Broadcast team member(s) on contentious content using the WIA Policy on Contentious Material
	Establishes roster and ensures the Board of Director's Board Comment segment is supplied every week for the National News broadcast
These requirements apply to all roles:	
Legal and security compliance	Complies with WIA Objectives, Policies, Privacy Principles, Copyright Principles and Licence Conditions Determination
	Co-operate with the ICT/Web Committee on the WIA Website interfaces used for the advertising, collection and distribution of the WIA National News, special events, re-broadcasts, advertising, or general broadcasts

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	Conforms to and works with the structures, processes, procedures and documents that establish the WIA
Technical requirement	Holds current WIA membership for insurance coverage
	Has experience with broadcast-quality audio recording and technical production
	Applies time management
Desirable requirement	Broadcasting or recording industry experience