

SO 2007

STANDING ORDER GOVERNING BROADCASTING COMMITTEE

POLICY

1. Interpretation: The Broadcasting Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in this standing order.
2. Function: Broadcasting Committee is responsible to the Activities Zone for the development, marketing, programme production and co-ordination of Jam Radio. The Committee is to elect an Executive Committee to undertake the day to day administrative and organisational tasks, in accordance with the priorities agreed by the Committee. All members of Jam Radio are a part of the broadcasting Sub-Committee.
3. Programme: Programme policy is to rest with the Executive Committee except that the Station Manager shall have specific responsibility to ensure that:
 - a. no slanderous material is broadcast. The Station Manager is to submit all material that may be so categorised to the Chief Executive for reference to the Union Solicitor, whose decision on the matter shall be final. General guidelines on defamation are attached at Annex A SO 2006 and a copy of a certificate to be signed by the Station Manager on assuming the appointment is at Annex B;
 - b. any material concerning a member of HUU staff is only to be broadcast with their permission;
 - c. no material is broadcast which contravenes HUU policy on equal opportunities.
4. Membership: Membership of the General Committee is open to all full members of HUU.
5. Executive Committee: An Executive Committee will be responsible for delivering the aims above. The Executive Committee will consist of the following:
 - a. Station Manager;
 - b. Programme Controller;

- c. Treasurer/Secretary;
- d. Head of Marketing;
- e. Head of Production and Training;
- f. Head of Music;
- g. Head of Engineering.
- h. Head of News and Interviews.

Head of Sport

All positions may be held by two people in a job share capacity

6. Elections:

All members of the Executive Committee (with the exception of Station Manager(s) who shall be elected at an AGM) are to be appointed through an interview process overseen by the Station Manager(s), Activities Officer and Student Activities Co-ordinator. The AGM will be done in accordance with SO.8008 and subject to the following provisions:

- a. only signed-up members of Jam Radio are entitled to vote;
- b. a member of the Executive Committee must resign before standing for another appointment;
- c. a member may only stand for one appointment in an election
- d. only first-year members can run to be the Fresher's Representative

7. Individual responsibilities: Individual members of the Executive Committee are to have the following responsibilities.

- a. The Station Manager(s) is to:
 - (1) Chair meetings of both the Executive Committee and General Committee;
 - (2) have overall control and organised Jam Radio activities in accordance with agreed policies, with specific responsibility for programme policy, transmission times, budget and financial management in liaison with the Treasurer and Activities Officer, and contact with internal and external organisations;

- (3) ensure that no slanderous material is broadcast;
 - (4) liaise with the Activities Officer to ensure that relevant sections of the 1998 Data Protection Act and subsequent revisions are adhered to;
 - (5) Plan the long term strategy and direction of Jam Radio;
 - (6) delegate roles to the appropriate members of the Broadcasting Committee;
 - (7) Represent any other non-Executive Committee post holders, as nominated or elected from time to time, on the Executive Committee.
 - (8) Share a vote on the Activities Zone and Union Council with the Station Manager of Torch TV and the Editor of The Hullfire.
- b. The Programme Controller is to:
- (1) be Deputy Chairperson of the Executive Committee and General Committee;
 - (2) have specific responsibility for the day to day running of Jam Radio including:
 - a. scheduling and maintenance of the agreed schedule;
 - b. maintaining discipline and standards of on-air output;
 - c. the upkeep of the digital play list and digital schedule to ensure the conditions of the Limited Online Exploitation Licence are met in full;
 - d. ensuring that no slanderous material is broadcast.
- c. The Treasurer/Secretary is to:
- (1) ensure that the General Committee manages its financial affairs in accordance with Standing Orders Governing Financial Procedures and any directive issued by UEC from time to time;
 - (2) be responsible for the costings of all projects;
 - (3) act as Secretary to the Executive Committee and General Committee;
 - (4) maintain records of the General Committee membership.

- d. The Head of Marketing is to:
- (1) Liaise with Activities Officer on advertising matters;
 - (2) Manage the station's social media accounts, including the Facebook page, Twitter account, Instagram account and Hootsuite Dashboard
 - (3) Ensure that no slanderous material is put out on the social media accounts.
 - (4) Create posters and fliers advertising:
 - a. the radio station
 - b. the schedule
 - c. any events Jam Radio puts on or endorses.
- e. The Head of Production and Training is to:
- (1) Train members to a reasonable level of competency in the studio and the field; where competency is interpreted to mean the confidence to act independently
 - (2) Advising and facilitating both internal and external recordings and broadcasts
 - (3) Concern themselves with the editing, mixing and mastering process of projects, and ensuring members have these skills
 - (4) Work closely with the Executive Committee to deliver a number of diverse projects.
 - (5) Ensure that all members of Jam Radio attend media law training
- f. The Head of Music is to:
- (1) be responsible for the development and maintenance of relationships with record and promotion companies;
 - (2) be responsible for cataloguing and maintaining the music library;
 - (3) be responsible for the music team;
 - (4) liaise with the Programme Controller on the preparation and upkeep of the digital play list;

- (5) be responsible for maintaining links with local acts and venues, as well as having good knowledge of the local music scene;
 - (6) Manage interviews and in-house sessions with bands and artists.
- g. Head of Engineering is to:
- (1) recruit and direct the engineering team;
 - (2) make recommendations to Activities Officer in respect of the purchase of new equipment and maintenance of current equipment;
 - (3) be responsible for the maintenance and upkeep of Myriad, Powerlog and relevant Computer Systems.
- h. Head of News and Interviews is to:
- (1) Be responsible for the production of daily news bites and cultural segments
 - (2) Liaise with Societies Council to ensure that all society events are mentioned on Jam Radio in the news bites and by presenters
 - (3) Be responsible for arranging interviews
 - (4) Be responsible for the maintenance of relationships with news agencies
- i. Head of Sport is to:
- (1) Promote and report on sport within the University and throughout Hull through the medium of student radio
 - (2) Liaise with the Sports Officer, AU and local sports providers
 - (3) Be responsible for arranging interviews relating to sport
 - (4) Be responsible for and liaise with all sports related radio shows
8. Financial Control: All financial transactions must meet the financial procedures laid down in Standing Order 9001.

Annexes:

- A. Guidelines on Defamation
- B. HUU Editorial/Programme Policy Certificate

KLH/AM December 2011

Passed at UEC: 2/12/11

Passed at Union Council:

CM/JB May 2014

Passed at UEC:

Passed at Union Council: 12 May 2014

AJ/MB

Passed at UEC: 4 October 2016

Passed at Union Council: 17 October 2016

Passed at UEC:

Passed at UC: 20 February 2017

Passed at UC: 8 May 2017

HULL UNIVERSITY UNION

PROGRAMME POLICY CERTIFICATE

I _____ being Station Manager of Jam Radio agree to abide by the Programme Policy as laid down in Standing Orders Governing Broadcasting Committee. I have read the Guidelines on Defamation (Annex A to SO 2006) and will ensure that no programme contains matters of a defamatory nature. If in doubt I will refer the matter to the General Manager.

I have also read and understand the Radio Authority Programme Code and Advertising Sponsorship Code.

Signed _____ Station Manager, Jam Radio

Date _____