

PROMETHEUS RADIO PROJECT

FLAME FILCHING, WAVE SNATCHING, PEOPLE-POWERED RADIO!
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Station Committees

This list of potential committees serves only as a guide to help you design the structure that best suits your particular context. There are several reasons why it is important to establish this part of your organizational piece as soon as possible.

- 1) When you have the roles/needs identified it is easier to scale appropriately and quickly.
- 2) When you have the needs identified it is easier to make sure they are filled/getting done.
- 3) When you have discreet tasks outlined it is easier to have accountability as well as setting up volunteers to succeed rather than setting them up to fail.
- 4) It also offers a higher level of Transparency and clearly articulated expectations.
- 5) Providing this allows for more Buy-In from volunteers since there is less mystery as to what their experience in the station operation will look like/offer.

The committees outlined here are as follows: **Programming, Outreach, Fundraising, Technical, Compliance, Finances and Governance**. You may find that some of these can fit neatly within each other and that is perfectly fine. This guide is meant as starting point that gets modified to your vision, needs and context.

- **Programming**

- **Coordinates programming**

- live shows, pre-recorded, syndicated, remotes

- **Coordinates dj slots**

- introduction to new dj's / orientation
- schedules programs/slots
- reviews process/recommendations for changes to programming

- **Maintains a public calendar of programming**

- promotes via other committees, the web, flyers/hardcopy

- **Coordinates regular meetings of all station personnel**

- develops agendas
- distributes notes
- files or archives meeting minutes/decisions

- **Works with governance committees to ensure that the programming reflects the identity of the station**

- **Orientation (with Outreach committee)**

- provides each new station member with an orientation that includes
 - station values
 - overall compliance issues
 - internal procedures and process for feedback/questions
 - communication tools and procedures
 - clear expectations

- provides new dj's with orientation that includes
 - how to speak on-air
 - reminds of the process for staying within compliance
 - swearing
 - guests
 - underwriting / no-ads
 - announcements
 - how to promote the station and not just their personal show
 - how to operate equipment
- provides new members with orientation that also addresses other committee needs
 - get them involved in station beyond just being on the air
 - works out with station committees what areas need volunteers/what skillset is being looked for

• Outreach

- Carries out concerted station promotion
 - via social media, other local media, word of mouth campaigns, email blasts, neighborhood flyering etc.
- Maintains updated email lists
 - uses some database to maintain and keep up to date
 - has a process for orienting new members to also play this role
- Organizes community events
 - coordinates this among the rest of larger station body
 - makes proposals for activities
- Takes in evaluation / assesses public feedback/opinion
 - this can be via an ongoing intentional effort or at key times throughout the year
 - shares/prepares results with/for the rest of station
- Coordinates newsletter or annual report or regular station news with general public
 - this really depends on what works best for your station
 - online presence can take care of this
- Seeks out underwriting (with fundraising committee)
 - when connecting and sharing station information with local businesses takes note of possible fundraising/underwriting possibilities
- Coordinates volunteers/needed roles (along with Governance committee)
 - reviews working groups/committees with the Governance committee to identify areas for volunteer recruitment or internal work team distribution
- Seeks out equipment donations (with support from Technical Committee)
 - organizes donation requests with updated lists in coordination with Technical Committee
 - has a process for turning down equipment donations (not useful) as well as accepting them
 - works with finance committee to make sure that 501c3 tax exempt letters are handed out appropriately for donations

• Fundraising

- Organizes fundraising activities
 - in coordination with Outreach Committee
 - sets underwriting goals and coordinates funding drives (with Outreach Committee)
 - develops clear and unmistakable process for underwriting (with Compliance committee)

Seeks out grants/large donors

- this task may fall to one person or governance committee support, to help apply for grants

Makes workplan for station-wide fundraising efforts

- sets funding goals throughout the year
- looks at annual budget goals and sets activities to meet those needs

Maintains relationship with donors (small and large)

- coordinate with Outreach committee to make sure that generous donors (or foundations) are kept in the loop
- sends out "thank you's"/updates

Updates donation request/equipment list (with Outreach Committee/Technical Committee)

Coordinates t-shirts, stickers, or other fundraising perks (with Outreach Committee)

• **Technical**

- Conducts equipment review and troubleshooting
 - maintains an equipment inventory
 - performs EAS tests and logs monthly reports
- Purchases replacement / upgrade to equipment
 - coordinates this with governance committee and finances committee (ie, no blank checks!)
- Tasked with being the point person/committee to deal with tech issues/relationships (vendors etc)
 - oversees warranties and or upgrades
 - attends trainings/webinars on tech matters
 - identifies emerging technologies (cost saving)
- Develops an orientation process for new committee members/share knowledge
 - can be a training manual
 - should include a document that can help any member guide the FCC to necessary Studio Log
- Oversees webstreaming and maintenance of sound quality etc
 - overall tech management
 - how "on-call" can this committee be? emergencies arise when they arise . . .
- Key committee for station building
 - works with engineers or other support to get station on air
 - become point person(s) for acquiring equipment

• **Compliance**

- Maintains FCC mandated studio log
 - and reads the FCC's compliance manual
- Keeps updated on license status
 - monitors activity on CDBS that may pertain to station license/application
 - monitors any needs to update the information on license / ie board changes, location changes (minor modifications), or contact rep changes
 - with governance committee maintains in a secure and accessible place CDBS logins, passwords and procedures
- Reports regularly to station members regarding upcoming events (license renewal, etc)
- Contributes to development/oversight of underwriting strategy/process
- Helps develop compliance portion of orientation for new (and old) members
- Tasked with being point person/committee when interacting with FCC
 - this keeps the FCC from talking to several people and getting varying answers
- Monitors music licensing
 - keeps abreast of dates and or price fluctuations
- Monitors/deals with any liability issues (with Governance Committee)
 - makes sure to keep governance committee abreast of any issues that might come up
 - works with to update orientation materials

- **Finances**

- Monitors income/expenses
 - keeps governing body updated with budget progress
- Oversees grant commitments
 - keeps tabs of grant requirements/expectations and maintains a calendar of activities
- Keeps abreast of non-profit status or any state regulations
 - maintains documents in accessible place (501c3 etc)
 - receives mail related to organizational status
- Develops annual budget with feedback from station/other committees
 - drafts a template and asks for timely input
- Reports profit/loss or budget outcomes to larger station group
 - prepares easily digestible reports to larger group to show progress

- **Governance**

- Coordinates activities among all committees
 - has regular check-ins with committees
- "Hires/Appoints" (even as a volunteer) a station manager
 - provides support to station manager
 - receives regular updates from station manager
- Takes lead in writing the station's policies
 - makes sure that station policies reflect mission/values
- Develops process for resolving internal conflicts
 - make sure this is transparent and well articulated to all members BEFORE an issue comes up
- Develops strategies for negotiating with complicated external relationships
 - landlord situations
 - partnerships (healthy or unhealthy)
- Helps identify roles/committees to fill when seeking volunteers (with Outreach committee)
 - also works on orientation materials
- Station manager
 - carries out lead coordination on all governance items