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from the mountains to the sea

2tripleb-fm

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Bellingen Community Communications Cooperative Limited Corporate Governance Policy & Procedure

Introduction

Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of the organisation. Bellingen Community Communications Cooperative Ltd Board Members take ultimate responsibility for the financial and legislative governance of the organisation; however governance is also concerned with the way the Board works with volunteers, ordinary members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which it was originally created. This Governance Policy is intended to clarify the content of 2bbb FM Community Radio's Constitution by making explicit the underlying principles of governance as approved by the organisation.

Purpose:

To ensure that Bellingen Community Communications Cooperative Limited known as 2bbb FM Community Radio operates according to the guiding principles and within a framework of sound corporate governance.

Policy

1. The Board of 2bbb FM Community Radio is an elective, representative and collective body.
 - a. It is elective, in that the determination of Board members is the prerogative of members through the election process.
 - b. It is representative, in that all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
 - c. It is collective, in that while each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken, board members are required to support that decision.
2. The function of the Board Members of 2bbb FM Community Radio is to collectively ensure the delivery of its objectives, to set its strategic direction and to uphold its values. The Board Members should collectively be responsible and accountable for ensuring all legal, financial and ethical obligations. The responsibilities of the Board Members that cannot be delegated to any other person or body include:

- a. **Compliance Monitoring** – ensuring compliance with the objectives, purposes and values of the organisation and with its constitution.
- b. **Organisational Governance** – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance.
- c. **Strategic Planning** – reviewing and approving strategic direction and initiatives.
- d. **Regulatory Monitoring** – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements.
- e. **Financial Monitoring** – reviewing the organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation.
- f. **Financial Reporting** – considering and approving annual financial statements and required reports to government.
- g. **Organisational Structure** – setting and maintaining a framework of delegation and internal control.
- h. **Risk Management** – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- i. **Dispute Management** – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Board Members; Ordinary Members and Volunteers.
- j. **Social Responsibility** – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable.
- k. **Board Performance and Composition** – evaluating and improving the performance of Board Members.

Procedures

1. Internal Controls

The Board Members should set and maintain standing orders, policies and procedures and systems of financial control, internal control, and performance reporting. The Board Members should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

2. Managing risks

The Board Members should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Board Members must regularly review the risks to which the organisation is subject and takes action to mitigate risks identified.

3. Board Members Review

The Board Members should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

Responsibilities

1. It shall be the responsibility of the Board Members to establish and maintain standing orders, policies and procedures and systems of financial control, internal control and performance reporting.
2. It shall be the responsibility of the Board Members to clearly demarcate and delegate the functions of sub-committees, and other volunteers.
3. It shall be the responsibility of the Board Members to address key management and operational issues within the direction and the policies laid down, including:
 - a. Developing and implementing organisational strategies and making recommendations to the Ordinary Members on significant strategic initiatives;
 - b. Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance and developing and maintaining succession plans for staff;
 - c. Developing the annual budget and managing day-to-day operations within the budget;
 - d. Maintaining an effective risk management framework;
 - e. Keeping the Board Members and regulators informed about any developments with a material impact on the organisation's performance; and
 - f. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

Board Approval Date:6th February 2014