

POLICY No. 1

POLICY FOR CORPORATE GOVERNANCE

Refer Code of Practice Policy 1.2

The Committee of Management is responsible for the control and management of the affairs of Coffs Coast Community Radio Inc. (2 Air FM) at all times

The Committee of Management has the power to perform such acts and do all such things as appear to the Committee of Management to be necessary or desirable for the proper management of the affairs of the Radio Station.

The Committee of Management :

- has 7 members which includes 4 executive officers (President, Vice President, Secretary, Treasurer) and 3 other Committee Members
- is elected for a 1 year term at Annual General Meeting as per the Constitution Rules (Clause 16)
- will meet monthly or more frequently if necessary
- comprehensive minutes to be taken at every meeting convened

- Duties of Executive is :
 - President – to chair every meeting and generally be a pro-active leader for all members
 - Vice President – to chair meeting if President is unable or not in attendance and to generally assist the President in his/her duties
 - Secretary – to keep minutes of every meeting of the COM and any other meetings where necessary, to arrange for any meetings or Annual General Meeting and keep an attendance book of those in attendance, to maintain any records or perform any duties as are required by the Constitution of Coffs Coast Community Radio Inc.
 - Treasurer - ensure that the finances of Coffs Coast Community Radio Inc, are properly maintained, that all payments authorised are made in good time and to maintain books or digital accounts showing the financial affairs are kept in a correct manner for the annual audit by a suitably qualified CPA person
Refer Policy 2 for further information relating to the Treasurer’s duties

- Duties of the Committee Members is :
 - to attend Committee of Management meetings whenever called and to assist the Executive in an appropriate manner in all matters dealt with at Committee level