

## Policy 22

# ROSTERS -

amended Nov 2021

### PREAMBLE

Rosters are a very important part of our operations at 2 Air FM and need to be organised in a manner that is both simple and effective. To this end the following has been produced.

### Co-ordinator job description

- Rosters are produced on a weekly basis, scheduling Presenters to programme time slots each week.
- If not completed correctly this can cause an extreme disruption to 2 Air FM, not only to Presenters but also the Station's "on air" presence to the community

### Responsibility

The Roster Co-ordinator is answerable to the Committee of Management but attends the Programming Committee meetings by right of the position to liaise with them re programming, placement of new presenters and is responsible for advising on the overall allocation of Presenters across 2 Air FM to ensure that resources provide support and meet 2 Air FM's demands for service delivery and maximise the effectiveness and efficiency of the Station's operation

### Roster Management

- Ensure the roster is completed and available to Presenters in a timely manner
- Effectively co-ordinate both planned and unplanned leave of Presenters
- Liaise with Presenters regarding changes and updates to the roster
- Work collaboratively with Programming Committee and COM to ensure rosters reflect resource needs to meet delivery demands
- Attend Programming Committee meetings each month and report on the status of rosters
- Identify, and with the support of the Programming Committee and COM, actively manage any unforeseeable capacity gaps to ensure roster delivery is optimised.
- Undertake administrative activities related to managing the roster, including but not limited to inputting and updating Presenters details
- Be able to achieve desirable outcomes within short timeframes, utilising common sense and logic and have the capacity to see the "big picture"

### Leave and Leave Form

- A copy of the Leave Form is included in the Station Policies Book as Policy 22(a)
- This form should be completed and sent to Roster Co-ordinator each time a Presenter changes his roster timeslot for any reason
- It should be noted that the Presenter wishing to take leave/not do his regular timeslot must, if humanly possible, find a replacement and inform the Roster Co-ordinator on a leave form
- If a replacement cannot be found by Presenter, he should consult with the Roster Co-ordinator for further advice
- These completed forms will be filed and kept by Roster Co-ordinator in case of unexpected problems for a reasonable time