**Cam FM Committee Role Descriptions**

**Station Manager**

**Deputy Station Manager**

**Junior Treasurer**

**Programme Controller**

**Head of Training and Membership**

**Head of Music**

**Head of News**

**Head of Technical Operations**

**Head of Social Events**

**Head of Sponsorship and Sales**

**Head of Publicity**

**Head of Sports**

**Head of Speech**

**Head of Communications**

**Head of Engineering**

**Head of Production**

**Head of Online**

1. **Station Manager:**
   1. Determine the strategic direction for the station.
   2. Working with the Board of Directors and the Programme Controller, ensure that the station holds appropriate licences for its broadcasts and for the use of music, and that the station’s ongoing activities and broadcasts comply with the terms of these licenses.
   3. Submit applications for funding in collaboration with the Head of Sponsorship and Sales.
   4. Delegate tasks appropriately to Committee according to expertise and availability and undertake any essential tasks that cannot be delegated.
   5. Advertise vacant committee positions and ensure the elected member has a smooth transition into the Committee.
   6. Identify and troubleshoot problems within Cam FM.
   7. Update Committee by email or any other method of communication at least fortnightly.
   8. Submit a 6 monthly station activity report to the Committee and Consultants.
   9. Be answerable to any question posed to Cam FM by external organisations, unless it is deemed that it can be answered adequately by another member of the Committee.
   10. Chair the Committee and the Full Committee.
   11. Deal with any disputes should they arise between Committee Members, unless the dispute involves the Station Manager, at which point the Deputy Station Manager takes on this role.
   12. Write a newsletter for general membership, to be distributed bi-weekly during full term and when required outside of full term.
   13. To effectively document the activities of the station during their term.
   14. To maintain relations with CUSU, ARUSU and any other outside organisations, such as SRA.
   15. Sit on the Board of Directors.
   16. To meet with the Consultants at least once per term and update them on Cam FM’s activities.
2. **Deputy Station Manager**
   1. Assist the Station Manager in any of the areas listed above, as required.
   2. Identify potential opportunities for the Station.
   3. Collaborate with other Committee members to offer assistance on ongoing projects.
   4. Perform the role of Acting Station Manager when the Station Manager is unavailable to perform their duties.
   5. Manage, update and maintain the email administrative database for Cam FM Members.
3. **Programme Controller**
   1. Source on-air programming from membership, as detailed in Chapter 5 Section 1, 1.6.2.1 and 1.6.2.1.
   2. Construct a broadcast schedule to primarily match listener demand but that is still plausible for members.
   3. Vet programming applications from members and schedule the applications in accordance to broadcast schedule and member availability.
   4. Enforce programming formats prescribed by programming applications.
   5. Deal with slot swaps and changes of programme times.
   6. Reconfigure the schedule for special programming (e.g. Outside Broadcasts)
   7. Survey on-air programs, providing constructive feedback to the members where appropriate.
   8. Determine a list of on-air programming standards (should at least be compliant with the UK legislation and the Ofcom Broadcasting Code) and ensure that programming is compliant with the standards.
   9. Identify and construct reports of breaches in Cam FM’s Membership Terms and Conditions and consult with the Head of Training and Membership on further action.
   10. Ensure the regular and timely attendance of presenters for their shows. Enforce that if a presenter misses a show twice in one term without prior warning and without good cause, that presenter may forfeit their schedule slots for the remainder of the scheduling period.
4. **Junior Treasurer**
   1. Work with the Business Operations and Finance Consultant to determine a yearly budget for the Committee.
   2. Working with the Board of Directors and Consultants, prepare annual accounts in December to be approved by the Board of Directors for submission to the Proctor’s Office;
   3. Permit or refuse expenditure claims by individual committee members.
   4. Maintain and manage the expenditure claims procedure.
   5. Chase all late payments and all society debtors.
   6. Forecast yearly balance.
   7. Set advertising and sponsorship targets.
   8. Working with the Business Operations and Finance Consultant, ensure that the station’s financial activities are legal and prudent.
5. **Head of Training and Membership**
   1. Track all past and present Cam FM (and other brands of the Company) members on the membership databases.
   2. Manage all recruitment activities (freshers fairs etc).
   3. Maintain a near-100% training to membership throughput.
   4. Produce and distribute all membership cards upon the receipt of all appropriate documentation and monies.
   5. Provide the Junior Treasurer with all membership income information.
   6. Act as secretary to the university society (as defined by Cambridge University’s Societies Syndicate), taking or delegating committee meeting minutes.
   7. Coordinate all buddy activities, including the distribution of t-shirts to new members.
   8. Manage all other stash or promotional material production and distribution to members.
   9. Assist in the organisation of any social events.
   10. Decide on and enforce sanctions where breaches of Cam FM's Membership Terms and Conditions have occurred.
   11. Develop and maintain the producer/presenter training system.
   12. Manage the training website and all its operations.
   13. Oversee the use of the ‘interested’ mailing list.
   14. Replenish the stores of assessment and membership documents in the studios,
   15. Update the content and distribution of training guide documents (including a Membership Rules Agreement) when necessary.
   16. Allocate buddies to passed trainees.
   17. Ensure that personal data held by Cam FM complies with relevant legislation, including but not limited to GDPR, Data Protection Act.
6. **Head of Music**
   1. Develop, update and maintain the central Cam FM music playlists in accordance with the Cam FM music policy.
   2. Forge and maintain links with record labels, promotion companies, local artists and venues.
   3. Choose and promote a record of the week.
   4. Update the music section of the website through encouraging all music presenters to write up reviews, podcast interviews and other audio productions.
   5. Coordinate the application and allocation of interviews and press passes to concerts and festivals.
   6. Oversee the weekly broadcast of Cam FM Breakthrough, a local, new and unsigned music show.
   7. Oversee the continuation of ‘Cam FM Presents’ live music events.
7. **Head of News**
   1. Recruit, manage and train a News Team.
   2. Source, edit and produce (or delegate such activities) a weekly news show, on-hour local bulletins and regular website article material.
   3. Maintain a relationship with the BBC Cambridgeshire news team and coordinate any activities relating to working with them.
   4. Manage any news outside broadcasts, such as student union hustings.
8. **Head of Technical Operations**
   1. Maintain studio power and audio hardware set-up.
   2. Maintain computing services (including website, streaming, playout, archive, remote control of station).
   3. Maintain RF transmission chain, ensuring that it meets with current licence parameters.
   4. Develop new computing services as appropriate.
   5. Maintain all computing operations directly relating to broadcast capabilities.
   6. Manage all computing capabilities relating to the archiving and reporting of Cam FM’s output.
   7. Manage Cam FM’s computer security systems.
   8. Maintain the infrastructure of the Cam FM website.
   9. Develop all hardware, computing and transmission capabilities with any operational changes (e.g. a studio move).
   10. Assist with the technical setup of outside broadcasts & other extraordinary events requiring technical knowledge.
   11. Delegate the majority of tasks to and manage the Technical Subcommittee.
9. **Head of Social Events**
   1. Promote and coordinate social activities related to Cam FM.
   2. Organise a termly schedule of social events with a variety of activities events to ensure a range of interests are satisfied with the events organised.
   3. Assist any Cam FM member(s) in the production of any external events, most specifically live music nights or outside broadcast,
   4. Liaise with the Junior Treasurer to agree on a budget for entertainment on a termly basis.
   5. Liaise with the Head of Publicity to ensure members are aware of social events.
   6. Work closely with the Head of Communications, Head of Publicity and the Station Manager in order to ensure the effective management of each event that Cam FM hosts.
10. **Head of Sponsorship and Sales**
    1. Liaise with the Finance Manager and other members of the finance team to determine an advertising/sponsorship revenue target.
    2. Establish contact with bodies interested in advertising/sponsoring on air.
    3. Liaise with the production team and Head of Technical Operations to produce and air advertising material in conjunction with a specification during a period as defined by the sales contract.
    4. Liaise with the Webmaster and Publicity & Liaison Officer on the creation and publication of any advertising banners or social media material detailed in the sales contract.
    5. Provide a feedback booklet to advertisers/sponsors, even if one is not requested.
    6. Collect any fees detailed in the contract and forward these to the Junior Treasurer.
    7. Coordinate the allocation of commission through the Junior Treasurer.
11. **Head of Publicity**
    1. Coordinate all activities relating to the raising of listener awareness within, but not exclusive to, Cambridge and Anglia Ruskin Universities.
    2. Maintain and manage the brand’s presence through social media.
    3. Assist all members in the use of social media to promote their individual productions.
    4. Maintain and foster relationships between Cam FM and any other societies and bodies.
    5. Produce and coordinate the production and distribution of any publicity material, such as press releases and any graphic design tasks.
    6. Liaise with all heads of content about their external contacts and sources.
    7. Coordinate with Head of Training & Membership on the production of any brand merchandise and specifically their availability to non-members.
12. **Head of Sports**
    1. Coordinate and maintain all regular sports broadcasting, including outside broadcasts of matches.
    2. Manage all activities relating to the ‘Cam FM Varsity’ brand.
    3. Maintain a high level of sport content on the website.
13. **Head of Speech**
    1. Coordinate the sourcing, recording, production and editing of all comedy, drama and speech broadcasts.
    2. Work with the Head of News to produce any long-form documentaries proposed by any member.
    3. Liaise with any comedy and drama bodies in the Universities of Cambridge and Anglia Ruskin as a source of writing and acting talent.
    4. Manage a database of all those interested in contributing to speech, comedy and drama productions.
14. **Head of Communications**
    1. Send out weekly communication to members via the form of a newsletter sent via email.
    2. Liaise with committee members about other emails/messages the committee receives.
    3. Reply to member emails with guest requests.
    4. Advertise interview positions by liaising with Head of Music and Head of News.
    5. Maintain strong communication within the committee and between the committee and members.
    6. Distribute any post sent to specific presenters from outside companies.
15. **Head of Engineering**
    1. Maintenance and development of all studio hardware,
    2. Tracking and maintenance of all outside broadcasting equipment and zoom recorders.
    3. Training of any members in equipment when requested.
16. **Head of Production**
    1. Assist in the production of all imaging and any show content requested by a member of Cam FM.
    2. Coordination of any training in imaging production skills when requested.
    3. Manage of the Production Special Team in completing these tasks.
17. **Head of Online**
    1. Update and maintain the Cam FM website, in keeping with all usage needs and styling requirements.
    2. Support other Committee members with the delivery of their online services.