

position:	Board of Directors – JOY Melbourne Inc.
composition of board:	the Board shall consist of not less than 6 and not more than 9 persons elected by the members of JOY Melbourne Inc.
status:	volunteer
direct reports:	General Manager Executive Assistant (reports to Public Officer)
board committees:	Finance & Audit Committee other board committees (established on a needs basis)
term:	3 years
expectations of volunteer hours	25-40 hours per month
location	225 Bourke Street Melbourne VIC

JOY 94.9 is a high profile community radio station in Melbourne, the station is looking for an enthusiastic and experienced person to join our team of volunteers on the JOY board and work with an organisation that is truly unique in the Australia media landscape. The position is best suited to a person with broad general knowledge - business acumen – is aware of the links between key commercial parameters for success and business objectives.

The core objective and purpose for which JOY is established is to provide the opportunity for freedom of expression, the breaking down of isolation and the celebration of the culture, achievements and pride of the diverse gay and lesbian communities.

The operation of the board is subject to the Rules of JOY Melbourne Inc (the rules), the current Associations Incorporation Act (the act) and is consistent with the objective and purpose for which JOY is established.

position overview - the purpose of the position is:

To work as a volunteer member of the JOY board to control and manage the business and affairs of JOY; to provide the policy and strategic direction for JOY; to achieve and maintain the JOY objective and purpose; subject to the Rules, the Act and the Law.

In carrying out its responsibilities and exercising its powers, the board at all times recognises the overriding responsibility to act honestly, fairly, diligently and in accordance with the law in serving the interests of the stakeholders of JOY, and works to promote and maintain an environment within JOY that establishes these principles as basic guidelines for all of its employees, representatives and volunteers.

key responsibilities

all directors

- adopt and following the JOY board charter, including the purpose, functions, and powers
- (as the elected body) representing the members of JOY
- to provide the policy and strategic direction for JOY
- oversee and manage the business and affairs of JOY (or under the direction of the board)
- providing leadership to the general manager - reviewing their performance
- overseeing the management of the station to maintain a professional image and ensure adherence to the rules, policy and procedures, and statutory requirements and guidelines
- providing effective flows of communication to the members of JOY
- representing the board as an active member on board committees (board committee to contain at least one board member, who shall be chairman of the committee) and ensure that minutes of proceedings are kept
- co-signing cheques issued for payment of invoices etc
- attending relevant community functions as an official representative of JOY
- giving media interviews in response to requests from external media (only where nominated)
- (if the president and the vice-president are absent or unable to preside at a general meeting) the eligible board members present must select one of their number to preside as chairman

president

- to provide leadership and direction to the JOY board;
- the president of JOY is also the Chairman of the Board and shall preside over meetings of the Board and general meetings of members
- the chairman is responsible for leading and managing the board in the discharge of its duties
- giving media interviews in response to requests from external media
- giving the president's report at annual general meeting

vice president

- (in the absence of president) to provide leadership and direction to the JOY board
- the vice-president of JOY is also the Vice-Chairman of the Board and (in the absence of the president) shall preside over meetings of the Board and general meetings of members

chair of finance & audit committee

- chairing the finance & audit committee
- to provide guidance and direction in regard to financial management of JOY
- overseeing the operational budget managed by general manager
- confirming the financial accounts for JOY
- giving the financial report at annual general meeting

public officer

- acting as the public office for JOY
- monitoring that Board policy and procedures are followed
- coordinating the completion and dispatch of board agendas and briefing papers and minutes
- to provide guidance in regard to the rule of JOY
- referring issues for legal guidance (as required)

other - all volunteers

- undertaking research to develop resources, information and material to use for the activities related to this role
- attending to correspondence; sundry office and administration tasks; filing; and ad-hoc tasks allocated
- assisting with arrangements for station promotions, special and ad-hoc events
- providing reports as required
- referring complaints / issues as required
- all position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards, and:
 - ensure adherence to the JOY Melbourne Inc. constitution
 - comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.

key selection criteria

required skills / knowledge - contribute to the success of JOY 94.9 through:

- broad general knowledge - business acumen – aware of the links between key commercial parameters for success and business objectives
- project and budget management experience
- understanding the complexities of community radio
- excellent interpersonal skills - communicate effectively with a variety of people across a broad spectrum
- sound time management and organisational skills
- clear and concise verbal and written communication skills
- team oriented – demonstrate that cooperation will result in the best outcome
- self-managing
- demonstrated commitment to the aims and objectives of JOY 94.9

academic qualifications

- not applicable

other

- all volunteers are required to be a financial member of JOY 94.9 and maintain the membership during the term of their volunteer status - membership of JOY is governed by the JOY constitution - a copy of the constitution is available from the JOY website.

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application process for annual general meeting:

- to apply for a position on the JOY board:
 - * complete relevant nomination form
 - * prepare a candidate statement (up to 250 words)
- deliver your nomination and candidate statement to the Public Officer, a Board member or the General Manager at the station
- nomination close 14 days prior to the date fixed for the distribution of notice of annual general meeting

application process for casual vacancy:

- to apply for a position on the JOY board, email a cover letter outlining your suitability and interest in the position and attaching your resume to publicofficer@joy.org.au
- we will contact suitable applicants to arrange an interview

JOY melbourne inc.

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