

99.7 Bridge FM

MORETON MEDIA GROUP



What is the role of the board?

The Board is responsible for providing leadership and direction to our not-for-profit community radio station: 99.7 Bridge FM.

The Board also bears ultimate legal responsibility. Generally, Boards delegate some of their responsibilities to staff or volunteers. However, there are some things that are usually reserved for the Board such as appointing the most senior staff members (for example, the Station Manager), developing and/or approving a strategic plan, considering how organisational risks should be managed and calling meetings of our members.

There are some responsibilities that are common to most Boards, and ours is no exception:

- **accountability** – making sure we meet our obligations, manage our finances and operate transparently
- **strategy** – set our long-term goals and make sure we pursue our Station’s purposes
- **resourcing** – secure funding and other resources to support the work of the Station
- **advocacy** – represent the Station to the community and to its members and stakeholders (with the Station Manager and other staff)
- **monitoring** – make sure the Station is run as required under its governing document and the law.

The Board will support the work of Station Manager and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Station Manager, the Board–Station Manager relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Expectations of the Board as a whole

Leadership, governance and oversight:

- Serve as a trusted advisor to the Station Manager as she/he develops and implements 997 Bridge FM’s strategic plan
- Review plans created by Station Manager evaluating their impact, and regularly measuring their performance
- Approve annual budgets, audit reports, and material business decisions—being informed of, and meeting all, legal and fiduciary responsibilities
- Contribute to an annual performance evaluation of the Station Manager
- Partner with the Station Manager and other Board members to ensure that Board resolutions are carried out

Time commitment:

There’s a lot to do as we get processes and procedures and governance issues in place, so depending on your role you could expect to volunteer anywhere between 20 and 60 hours per month.

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Expectations of individual Board members

Each individual Board member is expected to:

- Know the MMG mission, policies, programs, and needs
- Faithfully read and understand the MMG financial statements
- Serve as active advocates and ambassadors for the MMG and fully engage in identifying and securing the financial resources and/or partnerships necessary for Station Manager to advance its mission
- Enhance MMG public image
- Leverage connections, networks, and resources to develop collective action to fully achieve the MMG mission
- Prepare for, attend, and conscientiously participate in Board meetings (Min 12 board meetings per year)
- Participate fully in one or more committees

Further, Board members are expected to:

- Follow the MMG Constitution, bylaws, policies, and Board resolutions
- Participate in high levels of communication with fellow Board members through email and phone services

To become a Board member you must meet the following requirements

- Be an active volunteer at MMG (Min 12 months)
- Commit to a two-year term in office
- Be experienced and skilled in one or more areas: Board governance, policy, finance, programs or personnel
- Be prepared to lead or assist with various meetings and committees, and complete necessary preparation for these meetings
- A willingness to gain a detailed knowledge of 997 Bridge FM and its functions
- Must be willing to submit to a background check

From a governance perspective, MMG is guided by the principles and standards as set out by the Australian Charities and Not-for-Profits Commission and as a Board member you will be required to meet those standards. More details can be found here: <https://www.acnc.gov.au/for-charities/manage/governance-standards/governance-standard-5-duties-responsible-persons/what-are>