



Position Description: Development & Operation Grants Advisory Committee member

Support/supervision	Dean Linguey, Grants Support Team Georgie Boucher, Grants Support Team – Volunteer Manager
Location	CBF Support Team Office/virtual meetings
Time commitment	Meetings up to three times per year (twice to discuss grant rounds and once to evaluate grant programs). These meetings may take place either remotely or face-to-face as conditions allow and to provide flexibility.
Term	Three years (unless a casual vacancy)

About us

The Community Broadcasting Foundation (CBF) is a proud champion of community media – Australia's largest independent media sector.

Our funding supports organisations to enrich people's lives with a diversity of choice in our media. We help to produce local stories, news and cultural content reflecting the many perspectives, people and communities that make up Australia; to ensure community broadcasting is at the heart of every community. Our funding helps connect people, including more than five million Australians* who tune in to their local radio station weekly.

Across the CBF, we are united by our vision and beliefs, and common values are the cornerstone of our community-based organisation, informing our decision-making.

*CBA Community Radio Listener Survey, 2022.

Our grant programs

We distribute three types of grants: [Content](#) (including [Specialist Programming](#)), [Development & Operations](#), and [Sector Investment](#).

The projects we fund range in size and scope, from nation-wide projects that enhance the impact of community media to local-level grants for equipment, capacity-building and governance.

Many of our grants also support the production of content that fosters discussion about local and national issues, provides information in community languages, amplifies local stories and voices, and highlights groups, services, musicians and artists in the community. These programs, series and segments are shared with audiences on-air or on-demand in communities across Australia.

Consultation & independence

We believe in the need to be independent and transparent in supporting a resilient sector for the long-term. Our independence is essential for fair and equitable grants processes.



Our grants review process is based on a peer-review model. Experienced community broadcasters and industry experts are central to how we operate. Together, our volunteers review almost 500 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of community media.

For more information on the work of the CBF visit www.cbf.org.au.

Role description

As a member of the Development & Operations Grants Advisory Committee (DOGAC) you will review feedback from our grant assessors, make funding recommendations on Development & Operations Grants, and contribute to the formulation of funding policy.

Responsibilities

Members of DOGAC are independent, expert advisors with the following responsibilities:

- provides independent, informed advice on grants policy and practice to the Board
- considers Development & Operations grant applications and makes recommendations on grant allocations to the Board
- reviews the effectiveness of funding allocations against funding policy through monitoring of the [Development & Operations Evaluation Framework](#)
- suggests amendments to funding priorities, grant guidelines and evaluation frameworks to best meet funding objectives for consideration by the Board
- abides by the requirements of the [CBF Code of Conduct, including the Conflict of Interest Policy](#)
- remains abreast of current and emerging community broadcasting issues, policy and practice relating to better practice in grant-making, sector development and any relevant broader industry developments

Qualifications and experience

As a member of DOGAC you will be part of a dedicated team of seven people who come from diverse backgrounds and bring significant knowledge, skills and experience in one or more of the following areas:

- Station management
- Organisational governance
- Financial management
- Social inclusion
- Business development/fundraising
- Events, marketing & promotions
- Studio/transmission/general technology
- Training
- Broadcast formats:
 - Audio
 - Video
 - Online
- A range of station experience (including station size, metro/regional/remote and geographical dispersion)
- Ethnic/First Nations/RPH broadcasting sectors.



DOGAC members are recruited according to our [Diversity, Access and Equity Policy](#). We are committed to recruiting members who reflect the diversity of the community and have the optimum combination of experience, skills and attributes.

We welcome volunteers from the following backgrounds:

- Aboriginal and Torres Strait Islander peoples
- women
- people with a disability
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual (LGBTIQ+) people
- culturally and linguistically diverse
- young people
- people living in non-metropolitan areas.

Outcomes and reporting

The Grants Support Team is responsible for preparing DOGAC Reports (including grant and funding policy recommendations) to the Board, as approved by the DOGAC Chairperson.

The DOGAC's Aims and Objectives are identified in the grant guidelines for the [Development & Operations](#) grant program. These are reviewed annually to ensure currency and that they are in line with CBF's strategic priorities.

The [Development & Operations Evaluation Framework](#) is the key reporting mechanism to assess the success of the CBF's Development & Operations grants program.

The Evaluation Framework aims to ensure the Development & Operations grant program is delivering on the CBF's aims and objectives as outlined [CBF Strategic Plan](#) and [Roadmap 2033](#). The Evaluation Framework is reviewed annually to ensure currency and that it is in line with the CBF's strategic priorities, and the Development & Operations grant program's aims and objectives.

Training and support

You will be provided with induction and training by the Grants Support Team prior to your first assessment round and meeting. You will also receive a link to the [Volunteer Resources](#) section of the CBF website including information within the following sections: About us, About community media, Induction materials, Committee materials, Research & reports, About grantmaking & assessment, Policies & forms, Training opportunities

As a CBF committee member you will also be registered for online Indigenous and CALD cultural competency training (unless exempted due to your cultural background, prior experience or learning).

Your main source of support during your term on DOGAC will be GST Volunteer Manager, the GST member responsible for supporting the committee, as well as the DOGAC Chairperson. These team members will be available to identify any professional development opportunities, address any concerns and provide an opportunity for feedback between yourself and the organisation.

Benefits

The benefits of being a CBF Grants Advisory Committee include:



- gaining broad insight into current and emerging community media issues, policy and practice
 - greater understanding of CBF decision-making, internal structures and processes
 - improved skills in assessment, grant-design, grant-writing, funding policy, strategic thinking.
 - working as part of a passionate, diverse group of volunteers from the community media sector to make collective decisions
- the opportunity to 'give back' to the community media sector by ensuring grant funds are distributed in an equitable, impactful way