



Position Description: Sector Investment Advisory Committee member

Support/supervision	Rachel Rees, Executive Officer and Sheah Sutton, Grants Support Team Georgie Boucher, Grants Support Team – Volunteer Manager
Location	CBF Support Team Office/virtual meetings
Time commitment	Meetings at least three times per year (once to discuss grant applications and twice to meet with sector stakeholders and consider funding policy). These meeting 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.

*CBAA 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 [Sector Investment Advisory Committee \(SIAC\)](#) you will make funding recommendations on [Sector Investment Grants](#), and contribute to the formulation of funding policy.

Responsibilities

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

- Provides independent, informed advice on funding policy and practice to the Board;
- Consults across the sector, and outside when necessary, in order to inform funding policy directions;
- Fosters collaboration with sector organisations to ensure the CBF delivers on Sector Roadmap outcomes relating to sector coordination;
- Recommends changes to Sector Investment funding priorities, grant guidelines and Evaluation Frameworks to best meet funding objectives for consideration by the Board
- Considers [Sector Investment](#) applications and makes recommendations on grant allocations to the Board;
- Collaborates with sector organisations to ensure effective project management and delivery of agreed outcomes
- Reviews the effectiveness of funding policy and allocations against funding objectives through monitoring of the [SIAC Evaluation Framework](#);
- Plans, implements and reviews funding for new sector development activities as identified through sector consultation;
- Abides by the requirements of the [CBF Code of Conduct, including the Conflict of Interest Policy](#)
- Remains abreast of current and emerging issues, policy and practice relating to better practice in grant-making, sector development and any relevant broader industry developments to gain a whole of sector view on opportunities and gaps.

Qualifications and experience

As a member of SIAC 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:

- Leadership
- Organisational governance
- Project Management
- Financial Management
- Media Industry
- Strategy, Policy & Research
- Social inclusion



- Technology
- Grant-making
- Broad knowledge & expertise in the community media sector
- A majority of the Committee members appointed will have significant knowledge and experience in community broadcasting.

SIAC 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 (LGBTIQA+) people
- culturally and linguistically diverse
- young people
- people living in non-metropolitan areas.

Outcomes and reporting

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

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

The [SIAC Evaluation Framework](#) is the key reporting mechanism to assess the success of the CBF's Sector Investment grants program.

The Evaluation Framework aims to ensure that the Sector Investment grants program is delivering on the CBF's aims and objectives as outlined in as outlined in the [CBF Strategic Plan](#) and [Roadmap 2033](#). The Evaluation Frameworks are reviewed annually to ensure currency and that they are in line with the CBF's strategic priorities, and the Content grant programs aims and objectives.

Training and support plan

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 SIAC will be the Executive Officer, the GST Volunteer Manager, the GST member responsible for supporting the committee, as well as the SIAC Chairperson. These team members will be available to identify any professional development opportunities, address any concerns and to provide an opportunity for feedback between yourself and the organisation.

Benefits

The benefits of being a CBF Sector Investment Advisory Committee member include:

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