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Wurundjeri Country

# Community Broadcasting Foundation

# Alternate Grants Advisory Committee Member Policy

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| Approval Authority | Board |
| Advisory Committee | HR & Nominations Committee |
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## Purpose

The purpose of this policy is for The Community Broadcasting Foundation to create a pool of informal alternate Advisory Committee members that can be called upon to assist in the grant allocation decision-making meetings - when there is an apology known in advance or where the GAC assessment workload is too high in any given round.

## Background

When GAC members are unable to attend grant-decision making meetings, the CBF Assessor Assignment Protocol which states that every grant application must be assessed by a minimum of 2 Advisory Committee members is placed under pressure. As a result, additional workload is placed on the Committee members available to attend the meeting, often at short notice. It can also result in the skills and expertise of the missing committee member being absent from the decision-making processes, potentially resulting in an imbalance of views during discussions and deliberations.

Further, the assessment workload of the Grants Advisory Committees (particularly the Development & Operations Grants Advisory Committee) can be excessive in rounds that are highly subscribed to, resulting in Committee members being required to assess in excess of 50 applications each over a four-week period.

The alternate Grants Advisory Committee member pool is made up of assessors that can be called upon to assist in the grant allocation decision-making meetings - when there is an apology known in advance or if the GAC assessment workload exceeds 30 applications. This pool of individuals will be sourced from the current Assessor Team only so that alternate GAC members are fully trained and aware of CBF policies and processes prior to participating in a meeting. Preference to join the pool will be provided to those Assessors who have previously nominated for GAC positions, were deemed suitable, but who were unsuccessful in those nominations due to quotas being filled. This provides an added benefit of developing a training and succession plan for future GAC appointments. It will also provide an opportunity to ensure that appropriate levels of skills, expertise and diversity are represented at all GAC meetings and therefore maintain the integrity of the CBF peer assessment and decision-making processes.

To ensure appropriate oversight of this process, the HR and Nominations Committee will determine which candidates may be suitable during the consideration of nominees during each open nomination process (every 18 months) and seek the Board's approval for their appointment to the pool. If an alternate is required for an upcoming meeting, the HR and Nominations Committee will oversee the Support Team in prioritising available alternate members to participate in a GAC meeting.

This process does not add a voting member to the Committee meeting but does add appropriate insight and knowledge of the grant applications for the Committee's discussion and deliberations.

## Scope
This policy applies to all Grants Advisory Committees of The Community Broadcasting Foundation.

## Responsibilities

Grants Support Team member (Assessor Support) will:
- Identify when a GAC member is unable to attend a meeting with enough notice given to seek an alternate from the alternate GAC member pool OR when the GAC assessment workload will exceed 30 applications.

- In the instance where a GAC member is unable to attend a meeting, provide options for alternate appointments to the HR & Nominations sub-committee based on the skills and diversity gaps that have arisen from the existing GAC member's absence OR
- In the instance where the GAC assessment workload exceeds 30 applications, provide options for alternate appointments based on skills and diversity characteristics that will complement the makeup of the existing committee.

HR & Nominations Committee will:
- Determine which candidates may be suitable for appointment to the GAC alternate pool during the consideration of nominees during each open nomination process (every 18 months) and seek the Board's approval for their appointment to the pool.
- Agree on an alternate GAC member and make an out-of-session recommendation to the Board for their appointment to the GAC alternate pool (if the individual is not already appointed to the pool).
- Approve instances of Alternate GAC member use as and when required.

All staff and volunteers are encouraged to:
- review/read this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing The Community Broadcasting Foundation
- support colleagues in their awareness of this policy

Managers have a responsibility to:
- ensure that all staff and volunteers are made aware of this policy
- actively support and contribute to the implementation of this policy
- manage the implementation and review of this policy.

## Communication
The Community Broadcasting Foundation will ensure that:
- all staff and volunteers receive a copy of this policy during the induction/onboarding process
- this policy is easily accessible by all members of the organisation
- staff and volunteers are informed when an activity aligns with this policy
- staff and volunteers are empowered to actively contribute and provide feedback on this policy
- staff and volunteers are notified of all changes to this policy.

## Monitoring and review
The Community Broadcasting Foundation will review this policy every two years.

The effectiveness of the policy will be assessed through:
- feedback from staff and volunteers, and management
- review of the policy by management and committee to determine if objectives have been met and identify barriers and enablers to ongoing policy implementation.