

Position Description:

Development & Operations Grants Advisory Committee Chair

Supervision	CBF President, Ian Hamm
Support	Dean Linguey, Grants Support Team Georgie Boucher, Grants Support Team – Volunteer Manager
Location	CBF Office/virtual meetings
Time commitment	Meetings up to three times per year (twice to discuss grant rounds and once to evaluate grant programs). Zoom meetings to report to Board & Chairs meetings (3 and 4 times respectively) Reading time and travel time as required. Optional attendance at sector conferences and events.
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 helps connect people living in major cities, regional towns and remote communities across the country. It ensures the millions of people who tune in to their local community-owned and operated radio stations every week are hearing local information, news, stories and voices.

Our grants support a strong and thriving sector where community broadcasters are embedded in and a reflection of the diverse communities they represent and serve. This includes First Nations, ethnic and print disabled Australians, as well as those in our communities who are under-represented in other media.

Each year, we distribute more than \$19 million in funding to help community media organisations across Australia communicate, connect and share knowledge with their communities through radio, television and digital media.

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.

Development & Operations Grants Advisory Committee

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. The committee uses the CBF's [Strategic Plan](#) to inform the framing of its advice and activities and refers to [Roadmap 2033](#) as a guide to broader sector priorities.

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

- provides independent, informed advice on funding 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](#)
- recommends funding priorities, grant guidelines and evaluation frameworks to best meet funding objectives for consideration by the Board
- 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
- abides by the requirements of the [CBF Code of Conduct, including the Conflict of Interest Policy](#).

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:
 - o Audio
 - o Video
 - o Online
- A range of station experience (including station size, metro/regional/remote and geographical dispersion)
- Ethnic/First Nations/RPH broadcasting sectors.

Overview of Chair Position

In addition to the overall responsibilities the DOGAC has, the chair's responsibilities include:

Leadership and Direction:

- Provide leadership to the DOGAC, ensuring alignment with [CBF Strategic Plan, Roadmap 2033](#) and DOGAC's overall responsibilities and guidelines.
- Provide mentorship to committee members as required, to ensure that all committee members are operating as effectively as possible, regardless of their level of expertise.
- Address conflicts and disagreements within the committee, facilitating constructive dialogue and consensus-building.
- Chair meetings ensuring clear decisions are made and critical items are managed in the available time while facilitating reasonable opportunities for discussion and deliberations.
- Work with CBF staff to set the agenda for meetings and facilitate discussions.
- Consider and approve draft minutes (for later consideration and adoption by the committee).
- Liaise with the Support Team in the preparation and approval of reports to the Board.
- Attend Board meetings to present and discuss the Committee's recommendations.
- Attend Chairs Meetings (quarterly) to facilitate communication flow and strategic alignment across the organisation.

Personal Attributes

- Demonstrated experience in leadership and decision-making roles, preferably in community broadcasting.
- Strong understanding of financial management principles and budgetary processes.
- Excellent communication and interpersonal skills, with the ability to respectfully engage with diverse Committee members.
- Broad knowledge of the community broadcasting sector and related sectors, including general not-for-profit organisations, social enterprises, and community development.
- Commitment to equity, diversity, and inclusion principles in grant-making practices.

Outcomes and reporting

The DOGAC Chairperson works closely with the Grants Support Team (GST) to prepare and approve DOGAC Reports (including grant and funding policy recommendations) to the Board.

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 and the GST member responsible for supporting DOGAC. 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 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
- 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 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.

Recruitment

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 particularly encourage 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.