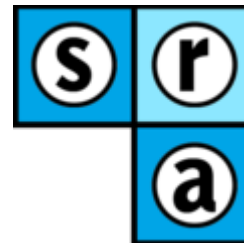


STUDENT RADIO ASSOCIATION ELECTIONS 2008 POSITION GUIDE



Detailed Information About Positions

The responsibilities of every **Executive Officer** are:

- To attend General and Executive Meetings
- To present a report of achievement at every General Meeting.
- To prepare a monthly account of achievement.
- To prepare a report of any external meeting attended within two weeks of attendance
- To declare any Conflict of Interest to the membership.
- To represent the Student Radio Association in a professional manner.
- To uphold the aims of the Student Radio Association, and adhere to any policy documents.

The individual responsibilities of the **Chair** are:

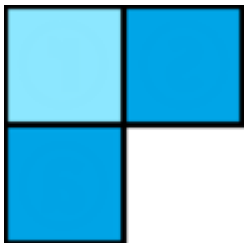
- To be the spokesperson for the Student Radio Association.
- To support the other members of the Student Radio Association Executive
- To be responsible for the organisation and chairing of Executive and General meetings.
- To work alongside the other officers to secure the viable long term future of the Student Radio Association and its member stations.
- To be responsible for overseeing any campaigns or lobbying which the Association may undertake from time to time.

The individual responsibilities of the **Secretary & Finance Officer** are:

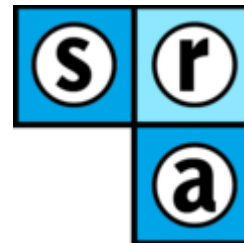
- To develop a strong 2-way communication with members by welcoming and briefing new members, sending fortnightly members emails, and updating the news section of the website in a timely fashion.
- To process membership requests by writing invoices for membership fees, liaising with the Treasurer regarding received payments, updating the member database, and chasing up membership renewals.
- To compile an agenda for, and record minutes of all Student Radio Association meetings; and to distribute them to the Exec in hard copy which must be signed and archived, and then made available on the website.
- To deal with all event administration; including logging the details of Student Radio Awards entrants, producing attendee lists for the awards and conference, and proof-reading promotional literature

The individual responsibilities of the **Development Officer** are:

- To be responsible for updating, implementing and reviewing an annual development plan for the Student Radio Association.
- To offer support and advice to new & existing student radio stations on all aspects of broadcasting where requested.
- To be responsible for the activities of the Regional Officers, and ensure that they are provided with adequate training.
- To produce and update training material of relevance to member stations.
- To oversee the strategic development of online resources for member stations.
- To chair the Development Committee.



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The individual responsibilities of the **Events Officer** are:

- To oversee the planning of the annual Student Radio Awards
- To represent the Student Radio Association on the Student Radio Awards Committee
- To support the Student Radio Association's Regional Officers with the organisation of regional events.
- To oversee the planning of the annual National Student Radio Conference

The individual responsibilities of the **Marketing Officer** are:

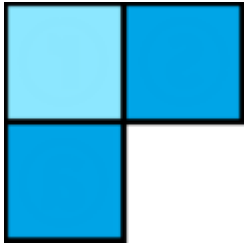
- To source sponsorship and advertising revenue for Student Radio Association Events
- To investigate new ways in which the Student Radio Association can raise revenue through advertising, sponsorship, and donations.
- To offer advice to Members on the subject of advertising.

The individual responsibilities of the **Treasurer** are:

- To be responsible for the Student Radio Association Ltd. Finances including: writing invoices, payments received, banking, maintaining the bookkeeping database, submitting quarterly VAT returns, filing the annual return and keeping detailed financial records for audit'
- 'To organise the payment of any legitimate expenses and administration costs incurred by Officers of the Student Radio Association Ltd. in going about official business.'
- 'To present a budget at the Annual General Meeting and up-to-date accounts at every General Meeting.'
- 'To oversee the budget for any individual projects as defined under section 2.'

There are seven **Regional Officers**, one for each of the following regions:

- South East England
- South West England / South Wales
- North East / Yorkshire
- North West England / North Wales / Northern Ireland
- Midlands
- London / East Anglia
- Scotland



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The responsibilities of every **Regional Officer** are:

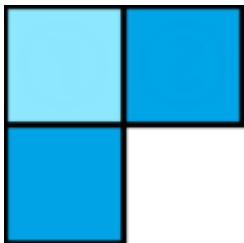
- To represent the members in their region at Development Committee Meetings
- To provide advice and support to members in their region, and where appropriate refer them to the relevant Administrative or Executive Officer.
- To attend a Regional Officer training day.
- To plan and organise training opportunities for members within their region with the assistance of the Development Officer
- To plan and organise social events for members within their region with the assistance of the Events Officer
- To assist the Executive Officers with the free flow of information between the Student Radio Association and its members.
- To encourage student radio stations within their region who are not currently members of the Student Radio Association to become members.
- To chair their regional forum, and to report any issues raised back to the Development Officer and Development Committee.
- To declare any Conflict of Interest to the membership.
- To represent the Student Radio Association in a professional manner

Administrative Officers shall be appointed from time to time by the Executive and their remit and responsibilities will be defined by an Operational Document.

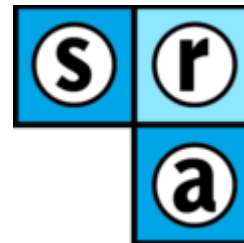
Administrative Officers may be re-appointed annually, or appointed for the duration of a specific project.

The responsibilities of every Administrative Officer are:

- To fulfil their individual responsibilities and remit as defined under the relevant Operational Document
- To declare any Conflict of Interest to the membership.
- To represent the Student Radio Association in a professional manner.
- To provide a regular report of their activities / progress to the Development Committee.



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The specific responsibilities of the **Music Officer** (Administrative Position) as defined in the Music Operations document shall be:

- To forge and maintain relations between music publishers and promo companies, and our members.
To provide advice and support for members trying to obtain music for airplay.
- To work with the Events Officer and member stations to find live acts to support both local and national events.
- To develop the provision of music related services for members, and to encourage a collaborative approach where possible.

The specific responsibilities of the **Technical Officer** (Administrative Position) as defined in the Technical Operations (Web Systems) document shall be:

- To facilitate and manage the provision of hosting services for the studentradio.org.uk domain and such online resources as the Association undertakes to develop.
- To manage and upkeep the studentradio.org.uk domain name and any additional or sub-domains that may exist.
- To manage and upkeep email aliases for the studentradio.org.uk domain.
- To develop and manage a web based membership database which incorporates a public interactive directory of student radio stations in the UK, such reporting facilities as are required to manage membership, and the facility to mass email stations or groups of stations easily.
- To maintain, update and develop the Student Radio Association website and associated online resources under guidance from the Development Officer

The specific responsibilities of the **Press & PR Officer** (Administrative Position) as defined in the Press & PR Operations document shall be:

- To prepare and distribute press releases regarding Student Radio Association activities in consultation with the Executive Officers .
- To produce publicity material promoting Student Radio Association Events and Activities to members.
- To assist the Executive Officers in raising the profile of the Student Radio Association both internally and externally.
- To provide promotional and publicity material in support of Student Radio Association campaigns.
- Maintain a digital archive / catalogue of photos taken at Student Radio Association events.
- Maintain a digital archive of press cuttings, publicity material and press releases and produce a media report on coverage.