



# Programming Procedure

1.	A member of the community expresses an interest in joining the organisation and of presenting a programme.
2.	The prospective member/presenter is referred to, and meets with, the President and Vice-President or Secretary.
3.	The applicant member is nominated for membership at a Committee of Management meeting and, if successful, is required to become a financial member before the process is completed.
4.	The prospective programme presenter is invited to submit details regarding the programme's intended musical style; suggested programme's length, preferred day in the week, time-slot; and whether interviews/talk-back/musical requests will be a part of the programme's format.
5.	Based on the information provided, the President and Vice-President or Secretary, decide whether the suggested programme is compatible with OCB Ltd.'s ethos and goals and ACMA's <i>Code of Practice</i> .
6.	The applicant presenter's suggested programme and its proposed details, and the impressions of the interviewers are forwarded to the Programming Subcommittee for further debate and consideration.
7.	That applicant presenter is invited to enter into a presenter training regime with a designated trainer on the understanding that a slot for their suggested programme may not be currently available.
8.	The Programming Subcommittee reviews the results of the completed training by the applicant presenter and, if available, refers suggested, preferred programme slot/s for the proposed programme to the CoM for final determination.
9.	The new programme is implemented with its presenter supported by the trainer for as long as both deem it worthwhile and desirable.
10.	At the same time, the new programme is listed on the Programme Guide, forwarded to the webmaster to be uploaded to the website and emailed/mailed to members and 'Friends' of OCB Ltd. This is upgraded monthly.
11.	The new presenter's profile and photo is uploaded onto the website and details of the new presenter and the new show will be related at the next Members' Meeting and in the next newsletter available to members.
12.	An informal evaluation of the programme will be done by the trainer and provided to its presenter and to the Programming Subcommittee, with any necessary training revision being advised and/or provided.
<p>Carried at CoM meeting, 2008  Revised at CoM meeting, 2010  Revised at CoM meeting, 2011  Revised: October, 2017  NEW CONSITUTION ADOPTED 5<sup>TH</sup> AUGUST 2021</p>	

