



## POLICY DOCUMENT 3.1.1

<b>Policy Name (full)</b>	Participation > Membership > Basic Rights and Responsibilities
<b>Policy Family</b>	3 – Participation
<b>Version/Date</b>	V1.0 21 July 2019
<b>Maintained By</b>	Membership and Admin Subcommittee (M&A)

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<b>PRECIS</b>	This policy sets mutual expectations between Lofty and its members, thus enabling the shared goal of operating a successful community broadcaster to be met.
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### Background

Lofty is more than just a 100% volunteer-operated not-for-profit community broadcaster; we are also the custodians of a valuable cultural and community asset for the Adelaide Hills. We openly invite members from the local community to join us by way of membership.

Every member has a stake in Lofty's present and future, therefore it is crucial that both the member and Lofty have a clear understanding of mutual rights and responsibilities.

Conversely, we expect our members to act professionally and in good faith towards Lofty at all times. We expect that they hold the interests of Lofty and our community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

### Purpose

The purpose of this policy is twofold:

1. To set clear and reasonable expectations of Lofty to our members.
2. To set clear and reasonable expectations of our members to Lofty.

### Why membership is important

Section 5.3 of the Community Broadcasting Participation Guidelines 2010 ("the Guidelines") states the following:

*Membership is one of the primary ways of encouraging community participation in the operations of a service.*

*Members can have a say in decision-making by:*

- attending and voting at meetings;*
- nominating for membership of boards and committees;*
- participating in boards and committees; and*
- proposing items of business for general meetings.*

## Open membership

Lofty operates an open membership model, as defined in the Guidelines. Lofty's interpretation of the Guidelines is as follows:

<i>Guidelines</i>	<i>Lofty's interpretation</i>
<p>Membership is open if it is automatic on lodgment of a membership application form and payment of the membership fee; or a licensee can only refuse membership applications on the basis of specific, transparent and reasonable criteria, and there are adequate grievance or review mechanisms for rejected applicants.</p>	<p>Lofty welcomes membership applications from the local community.</p> <p>In order to preserve Lofty's integrity as a progressive and diverse organisation offering a safe space for community participation, every membership application is individually assessed by Lofty's Membership &amp; Administration Subcommittee (M&amp;A).</p> <p>Membership eligibility criteria is set in Rules 15 and 16 of the Lofty Constitution.</p> <p>In the event that Lofty declines a membership application, the applicant is entitled to appeal in terms of Rules 48 and 49 of the Constitution.</p>
<p>Examples of specific and reasonable criteria for the refusal of membership applications are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> reasonable grounds to believe the applicant: <ul style="list-style-type: none"> <li>o would not abide by the licensee's rules and objects</li> <li>o would not abide by the codes of practice</li> <li>o would pose a security risk to members, property or premises</li> </ul> </li> <li><input type="checkbox"/> the applicant has been convicted of a serious offence.</li> </ul>	<p>Rule 16(b) of the Lofty Constitution sets the following circumstances under which a membership application may be rejected:</p> <ol style="list-style-type: none"> <li>i. there are reasonable grounds to believe that the applicant would not abide by the Rules and objectives of the Association;</li> <li>ii. (as) required by law; or</li> <li>iii. the applicant has been convicted of an indictable offence;</li> <li>iv. the applicant is subject to a current court order or legal proceedings, either criminal or civil, that may prejudice their ability to participate in the Association;</li> <li>v. there are reasonable grounds to believe that the applicant would not abide by the Community Radio Broadcasting Codes of Practice (2008);</li> <li>vi. there are reasonable grounds to believe that the applicant would pose a security risk and/or an existential threat to the Association, its members and/or its premises;</li> <li>vii. the applicant has been pre-assessed as posing a significant risk to the Association pursuant to Rules 16(b)(i), 16(b)(v) or 16(b)(vi).</li> </ol>

## **Constitution**

As each Lofty member is obligated to adhere to the rules of the Lofty Constitution, we *strongly* recommend that a potential new member reads the Constitution prior to expressing an interest in membership.

The Lofty Constitution shall be freely available to any interested party in terms of Policy 1.0.1 Corporate Governance > Constitution.

## **Board membership**

Every Lofty member aged 18 years or over shall have the right to nominate for Board elections pursuant to Rule 26 of the Lofty Constitution.

## **Subcommittees**

Every Lofty member shall have the right to nominate for Subcommittee membership.

Subcommittees shall operate pursuant to Rules 33 and 34 of the Lofty Constitution, as well as Policy Family 1.2 (Corporate Governance > Subcommittees).



## POLICY DOCUMENT 3.1.2

<b>Policy Name (full)</b>	Participation > Membership > New member recruitment
<b>Policy Family</b>	3 - Participation
<b>Version/Date</b>	V1.0 15 July 2018
<b>Maintained By</b>	Board

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### PRECIS

In order to grow and thrive, Lofty encourages new members from our local community to join us. This policy defines how we do this and how this aligns with the Community Radio Broadcasting Codes of Practice 2008 and the Community Radio Participation Guidelines 2010.

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### Introduction

As per the Lofty Constitution, one of the Association's objectives is to provide the opportunity for community members to participate in the production and presentation of original programs.

In addition to on-air roles, members are encouraged to build their skills by participating in other aspects of Lofty's operations, including but not limited to Board positions.

This policy has been formulated in order to grow Lofty's member base in a manner that encourages community participation in a safe and sustainable manner; where every member is provided with opportunities become highly skilled in multiple disciplines required to run a successful community broadcaster.

Lofty operates on an *open* membership basis, as defined in the Community Radio Participation Guidelines 2010 ("the Guidelines").

### Scope and context

Policy Family 3 (Participation), whilst written with the Community Radio Broadcasting Codes of Practice 2008 ("the Codes") in mind, is applied across all of Lofty's operations.

Whilst Lofty has a broadcasting licence, our organisation is multi-faceted and constantly evolving. As such, there are always opportunities to participate in Lofty in an operational capacity and/or a strategic capacity.

#### *What the Code says*

- 2.1 Our station will make sure that people in our community who are not adequately served by other media are encouraged and assisted to participate in providing our service. We will have in place policies and procedures to support this commitment. We will document evidence of our efforts to encourage community participation.

### ***What Lofty does (and how it does it)***

We have a set journey upon which potential members travel from the time our recruitment material piques their interest through until they join us.

## The Membership Journey

The process in which an interest community member may become a Lofty member.

<p><i>Expression of interest</i></p>	<p>Expressions of interest come via our website, as well as via phone, email and social media.</p> <p>We also run campaigns seeing expressions of interest, with said campaigns promoted via a number of channels including but not limited to on-air announcements, social media advertising campaigns and local flyer distribution.</p>
<p><i>Information sessions</i></p>	<p>Prior to membership application, Lofty invites potential new members in a group situation, via a member information session.</p> <p>Member information sessions are held throughout the year, and give the potential member a chance to meet a number of other potential Lofty members, along with a number of current Lofty members. This gives a potential member a feel for Lofty's culture and ethos, and we believe it may also convey a sense of belonging to which said potential member may wish to join.</p> <p>Upcoming member information sessions are promoted via on-air announcements, via social media and via our website.</p> <p>Registrations of interest are taken via a number of methods including email, phone, social media instant messaging and word-of-mouth (e.g. drop-ins, friends/associates of current members etc).</p> <p>To establish a potential new member's interests and skills, we have an online expression of interest form on our website.</p> <p>Should the potential new member wish to continue, we will provide them with either a paper membership form or a link to our electronic membership form.</p>
<p><i>Membership application</i></p>	<p>The membership application form asks a number of standard questions, along with providing ample opportunity for the potential new member to share their experience and preferences with us.</p> <p>Whilst the questions on the membership application form surrounding experience and preferences are not compulsory and do not form part of membership assessment criteria, they may provide Lofty with valuable information on how best to engage with a new member in such a way that they are encouraged to remain a Lofty member for many years to come.</p>
<p><i>Confirmation of membership</i></p>	<p>All membership applications are reviewed by the Membership &amp; Admin Subcommittee (M&amp;A).</p> <p>Whilst Lofty operates under an open membership model, each application shall be considered and assessed pursuant to the Lofty Constitution prior to final confirmation of membership application acceptance.</p>

<i>Payment of membership fee</i>	<p>Upon acceptance of the application, the new member is sent a tax invoice for their membership.</p> <p>Membership falls due on 1 July each year, therefore a new member's first year membership fee is likely to be prorated.</p> <p>Membership fee info is contained on the membership application form.</p>
<i>Induction</i>	<p>Upon payment of the membership fee, the member is inducted into Lofty.</p> <p>The induction process includes basic health and safety training, along with the issue of a studio key to allow 24/7 access to Lofty's premises and access to Lofty's online resources i.e. lofty.org.au email address, Lofty's shared Google Drive, intranet etc.</p>
<i>Basic training</i>	<p>Training is provided to each new member commensurate with their preferred role(s). Said basic training is provided at no extra cost to the member.</p>
<i>Commencement of role(s)</i>	<p>The new member takes up their new role. For the first few shifts, a new member may be buddied up with an existing member.</p>
<i>Ongoing engagement</i>	<p>We aim to keep our members interested and engaged, and encourage every member to try different roles at Lofty – not just operational, but strategic roles as well.</p> <p>In return, Lofty asks that the member to make themselves available for ongoing training and development as and when necessary.</p> <p>Such training may be for new roles, new ways of executing existing roles, or refreshers of previous training as required.</p>