

## **Finance Committee**

### Terms of Reference

1. Agree the annual budget.
2. Identify sources of funds.
3. Ensure cash flow is sufficient for the business.
4. Ensure financial guidelines and companies registration office compliance.
5. Set pay rates for staff and external projects.

## **Programming and Technical Committee**

### Terms of Reference

1. Examine and make recommendations on programme proposals, demos and provide feedback to contributors.
2. Review programmes on a regular basis and ensure that all BAI and other related requirements are being satisfied.
3. The sub committee will be comprised of at least one Board Director, three representatives of the radio presenters/technical persons, broadcast staff and the Manager of the Dundalk Media Centre.
4. The sub committee will meet at least once a month and will report on a monthly basis to the Board of Directors.
5. The sub committee will strive to make decisions by consensus or simple majority. The quorum for all meetings will be three persons.

## **Human Resources Committee**

### Terms of Reference

1. Help resolve issues regarding staff and volunteers in relation to the Grievance and Disciplinary Procedure.
2. Ensure all recruitment follows procedure including creating Job Descriptions.
3. Ensure the Annual Appraisal is carried out and a Training Plan created.
4. Organise a Training Calendar of events and refresher courses as required including board, staff and volunteer training and exchange.

## **Sound and Vision Committee**

### Terms of Reference

1. To consider and examine any applications forwarded to the Committee at least 4 working days before a scheduled S& V Meeting. To keep a detailed computer records of all phases of all Projects
2. Applications in particular re. time-frames / specific areas of responsibility / regular updates / costings & sign-off list / progress report to be placed in staff room and updated weekly.
3. Ensure payments made as appropriate and as per financial guidelines of the D.M.C. Terms and conditions to apply re. staff members re. deductions on payments, but volunteers receiving financial payments to be responsible for their own tax situation.
4. Standard contract to be drawn up as part of any S & V submission, to include Financial Costings, Responsibilities & Timetable as Addendum.

## **Management and Operations Committee**

### Terms of Reference

1. Follow up on actions from the Board Meeting.
2. Keep track of progress of the Strategic Plan activities.
3. Advise and support the Manager.