



Volunteer & Station Operations Manual

In addition to this manual, operations at Dundalk FM will be governed by:

- Dundalk Media Centre Memorandum and Articles of Association (available on request from Station)
- Dundalk Media Centre Standing Orders (see Appendix)
- BAI Sound Broadcasting Contract (available on request from Station)
- Employee Handbook (available on request from Station)
- Pobal Community Services Contract (available on request from Station)
- Dundalk FM Code of Practice on Complaints Handling (see www.dundalkfm.com)
- BAI Code of Programme Standards
http://www.bai.ie/wordpress/wp-content/uploads/bci_cops_Mar07.pdf
- BAI General Communications Code
<http://www.bai.ie/wordpress/wp-content/uploads/General-Commercial-Communications-Code.pdf>
- BAI Code on Referenda and Election Coverage
http://www.bai.ie/wordpress/wp-content/uploads/20110913_RefElecCode_Eng.pdf
- BAI Community Radio Policy
<http://www.bai.ie/wordpress/wp-content/uploads/BCI-Community-Radio-Policy-Eng.pdf>

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Introduction

Dundalk FM 100
building community through media

Welcome to Dundalk FM. We broadcast programmes by local presenters and community groups. It is not a commercial station and our role is to provide individuals and groups with training and access to the airwaves. Our weekly schedule contains 45% speech and 55% music. Our main activities are

- We run a community radio service ‘Dundalk FM100’.
- We train community groups and individuals to use the studios and create their own programmes.

This is the Broadcasting Authority of Ireland (BAI) definition of Community Radio from the Broadcasting Act 2009

Groups whose members are representative of, and accountable to their community, and who seek to provide a social benefit through the supply of programming to that community on a not-for-profit basis.

Our geographical area is Dundalk and a five mile (eight kilometre) radius.

Dundalk FM is a member of Craol – the Community Radio Forum of Ireland www.craol.ie. The BAI is the broadcasting regulator www.bai.ie.

The station is committed to developing relationships with community organisations. A community licence is granted to a non-profit organisation owned by the members who represent the local community. It cannot be sold.

The volunteer opportunities at Dundalk FM are

- Radio presenter.
- Sound desk operator and help with outside broadcasting.
- Member of a production team.
- Social media and IT team member.

We require volunteers to answer the phone, promote the station, help with administration and archiving, support and train volunteers and visit community groups to promote community radio.

We also require skilled and experienced volunteers to join our committees (Programming and Technical, Funding and Finance, Human Resources, Management and Operations, Community Engagement) and Board of Directors. If you live work or play in Dundalk, then we want you to get involved.

Mission

Dundalk FM 100 is a not-for-profit, independent, friendly, community development organisation giving voice to all in Dundalk and surrounding area. We are committed to educate, entertain and inform through our wide range of programmes.

Vision

People who listen to Dundalk FM will hear programmes containing something of local interest. They will find the members of the station accessible and approachable. They will hear a laid back, 'ordinary person' presentation style, and have access to local news, sports and information as well as specialist music shows. Make Dundalk FM your homepage!

Values

Equality – everyone has a right to access training and programming.

Creative - support the exchange of ideas and act as a force for cultural and community development.

Good quality – well produced, interesting, local content.

Inclusive – welcome participation from new and established communities.

Grassroots – recruit volunteers from the Dundalk community.

Inform – report on the local environmental, economic and social issues and on local activities, events and news of the groups and organisations in our listening area.

Encourage learning – train participants in broadcasting in a supportive atmosphere.

Evolve - welcome new ideas and keep moving forward.

Community - connect with the Dundalk Community – at home and abroad.

Sustainable– have a diverse source of income to maintain and grow the station.

Diversity - provide an interesting variety of shows for all groups.

Entertain – celebrate the music, sports, heritage and culture of Dundalk.

Central hub for the region - provide a forum open to all residents to discuss public issues.

Development - identify and meet changing community needs.

A brief history of Dundalk FM100

In 2002, Dundalk Media Centre Ltd was formed as a non profit making community development organisation to set up a Community TV station and a Community Radio service in Dundalk and the surrounding area. Dundalk Weekend Radio 107FM broadcast in May 2002 as a pilot community service. Programming hours were from 8am on Saturday morning until 12 midnight on Sunday. Most of the programmes were recorded and edited to mini disc during the week with a few live shows during the weekend broadcast. The one room studio was situated in Partnership Court and during 2004 with the assistance of Peace II funding, the station moved into larger premises at the same address.

Dundalk FM 100 was awarded a five year community radio licence in September 2004 and a further ten year licence in 2009. Our mandate is to provide training and access to the airwaves to all community groups within this area.

Station Structure, Volunteers, Committees, Staff

Dundalk FM is owned by its members, who, at the Annual General Meeting in the autumn, elect a Board of Directors. The lifeblood of the station is volunteers. All presenters pay an annual fee – the categories of membership are

1. Individuals
2. Community Groups
3. Business/ Statutory Bodies

The board meet once a month to develop policy, monitor finances, and make sure that decisions are in line with the mission, vision and values. The maximum number of Board of Directors is fourteen. They represent community groups (6), individual members (6) and business/statutory groups (2). One third of the Directors of the company stand down each year. An officer may hold a post (Chairperson/Vice Chairperson/Board Secretary/Treasurer) for up to three years (see Standing Orders in Appendix).

Board members take part in a number of committees which assist in the operation and growth of the station. These are: programming and technical, community engagement, finance and funding, human resources and management and operations (see Terms of Reference in Appendix).

Dundalk Media Centre Ltd employs four full time staff through the Pobal Community Services Programme, namely

Manager responsible for the co-ordination of the daily operation of the station, including administration, income generation, transmission, volunteers, training.

Assistant Station Manager assists the manager with including projects, training, pr

Production Staff ensures that programmes are edited and archived, news production, recording ads and promos, advertising carts are correct, training, sound desk operation.

Research Staff responsible for community group liaison and interview preparation, editing, archiving.

Four part-time staff are placed through the Central CE Scheme.

Reception/Administration responsible for front office management, assisting with administration, research and sales support.

Evening Duty and Weekend Duty Managers responsible for editing, playlisting, archiving, sound desk operation and training volunteers.

Dundalk FM Programme Policy

- 45% of the weekly schedule is speech, e.g. sports, specialist speech, arts, religious, current affairs, news, language.
- 55% music mix of general and specialised music.
- 20% news and current affairs.
- 25% of music aired is Irish Music (an Irish artist/an Irish song).
- 1 Irish language show each week.
- 1 non Irish/non English language show each week.
- A maximum of 6 minutes advertising per hour.
- Diverse programming: arts, disability, minority ethnic, schools, sports.
- News bulletins are broadcast hourly between 9.00am and 7.00pm weekdays.

The requirements for the Pobal Community Services Programme are the provision of services to

- 100 travellers.
- 100 people with disabilities.
- 120 6-12 yr olds.
- 100 13-17 yr olds.
- 10 recovering drug misusers.
- 30 unemployed.
- 12 lone parents.
- 10,000 elderly.
- 225 hours of community training to community groups.
- 50 Outside Broadcasts per year.
- 90 volunteers contributing to the station.
- 700 hours of programmes made by community groups.
- 485 hours of broadcast per month.



How to be part of your town's radio station.

As a volunteer, you will receive

- Training in researching, presenting, interviewing, sound desk operation and editing.
- An opportunity to make interesting and relevant radio programmes
- Attend volunteer meetings and meet lots of creative like-minded people.

Volunteering for Dundalk FM is not just about one or two hours a week doing your slot, it's about promoting communities, serving Dundalk, working as a team and getting involved in station activities such as promotion, fund-raising and outside broadcasts.

What we expect from you

Job Description

Post Title: Volunteer
Reporting to: Assistant Station Manager
Location: Dundalk Media Centre/off-site-training and events

JOB PURPOSE

To volunteer your time and skills to ensure the objectives of the Dundalk Media Centre as a Community Development organisation are met.

Among the following will be your duties depending on expertise and training.

- Assist in the research and production of Dundalk FM programmes.
- Record Voxpops for Broadcast.
- Cover the sound desk and reception where necessary.
- Research and read news and sports.
- Keep Ad Schedules and Carts up to date.
- Set up playlists when required.
- Research and assist Outside Broadcasting.
- Visit community groups to explain community radio.
- Support and train volunteers.
- Other production – radio projects, ads and promos as required.
- Broadcasting – in studio and on location.
- Take part in station promotion and fund-raising activities.
- Propose new ideas for programmes.
- Website maintenance and development.
- Archiving.
- Advertising and sponsorship.
- Programme editing.

- Recording, presenting, producing.
- Technical support.

Keeping you informed

We hold a member's meeting in the Community Offices on the second Wednesday of every second month from 7.00pm to 9.00pm. New volunteers are always welcome. We will email you with a Station Bulletin to coincide with the Member's Meeting. You will receive a text message to remind you of meetings and other events. Check in regularly to www.dundalkfm.com, @dundalkfm on twitter and [facebook.com/dundalkfm](https://www.facebook.com/dundalkfm).

The notice board in the studio and outside the studio contains minutes of meetings and the committee representatives. We also have a suggestion box at reception and a notice board at reception for your mail. At any time you can call our staff who will help you in any way they can.

Your training

This is community radio – so we want you to sit on programming in advance of taking your Learn about Radio Course. All volunteers must complete a Learn about Radio course before presenting a show. This is a 20-hour course delivering training in the ethos of community radio and practical broadcasting skills. New volunteers must complete at least ten hours follow-on training which includes participating in magazine shows, outside broadcasting and generally helping with station duties.

Here is what you will learn on the course

- Understand community radio's relationship to local communities.
- Conduct research for an interview with a community group.
- Demonstrate the correct technique to use headphones and a microphone.
- Understand how to prepare for a community radio interview.
- Understand why it is important to interview local communities.
- Digital editing, record 'Voxpops', produce jingles and promos.

From time to time the station organises a guest speaker from community development or a community radio background. CRAOL (the Community Radio Forum of Ireland) organise annual training events for all community stations and notice of this training will be distributed to you.

Volunteer Charter

Dundalk FM100 agrees to honour a Member's Rights

- The right to be heard, and to have his/her views and opinions taken into consideration in framing policy or in determining operational procedures, rules and regulations.
- Information regarding the Station's affairs, its management structures, policies, financial affairs.
- Adequate grievance procedures as agreed with Board of Directors.
- The right to seek a change in Volunteers role or function, provided only that it does not clash with Station or Community Radio objectives.
- The opportunity to progress personal objectives, e.g. career training in communications or journalism, provided only that they do not clash with Station or Community Radio objectives.
- Pre-agreed out of pocket expenses, where the Station's policies and resources so permit.
- Provide appropriate training, information, support and supervision for the volunteer so that he/she can carry out their responsibilities effectively.
- Provide a clear job description.
- Provide feedback where necessary.
- Respect the skills, dignity and individual needs of the volunteer and to accommodate these individual needs as best we can.
- Be open and receptive to any comments or suggestions from the volunteers as to how we may better achieve our respective tasks.
- Ensure that the volunteer is treated as an equal partner with the organisation's staff and is jointly responsible for the completion of our goals and the fulfilment of our community development work.
- Acknowledge the valuable contribution of volunteers.

As a Member you agree that you:

- Understand, and by your actions, support the aims and objectives of Community Radio.
- Accept the authority of the Board of Directors or its designate(s) in all matters affecting the Station, including management structure, programming policy, programme content and quality etc.
- Accept the Station's right to establish rules and regulations.
- Accept the Station's disciplinary procedures including the Station's right to discontinue an individual's voluntary service.
- Honour the commitment made to fulfilling the agreed role or function within the Station, to the standards set by the Station.
- Agree to participate in and contribute to internal evaluation processes.

- Conform to the legal requirements of radio programming and broadcasting.
- That in participating in this Community Radio Service accept that all programme material made using the Station's equipment and facilities remains the property of the Radio Station unless otherwise agreed in advance of any programme being prepared.
- Maintain confidentiality with regard to those matters deemed by the Station to be so.

As a member you agree:

- By your actions support the aims and objectives of Community Radio.
- Conform to all legal requirements of radio programming and to have read and understood the Broadcasting Authority Code of Programme Standards.
- Regular attendance at Dundalk FM Members Meetings held every two months.
- Take part in at least 20 hours voluntary service per annum e.g. presenting, station promotion governance level, recording from local events such as school festivities, community group events.

The station will keep the following information on record about members - membership application, programme proposals, committees/board membership, correspondence, attendance at meetings, photograph.

All presenters are members and you know what – you get to pay an annual membership fee for the privilege!

The route to broadcasting

- | | |
|--------|---|
| Step 1 | Fill out a Membership Form. |
| Step 2 | Complete the Learn about Radio Course. |
| Step 3 | Fill out the Programme Proposal form and send in a demo. |
| Step 4 | Complete a Programme Agreement Form.
<i>The standard duration of an agreement is thirteen weeks.</i> |
| Step 5 | Undertake an Annual Review with the programme committee. |
| Step 6 | Archive your programmes. |
| Step 7 | Get involved in other station activities. |

A to Z of Dundalk FM

Advertising Carts

We can play up to six minutes advertising per hour. A numbered ad cart is played after news and at half past the hour and presenters sign the advertising record on each occasion.

Aircheck

Everything we broadcast is stored as an mp3 file and available for you to listen back to either in the production studio or transfer to a USB key or email the file to yourself. Why listen back to your show? What information are you giving about songs -stuff we know already or something of interest? Do you bring in a reference book or magazine cuttings?

How does your voice sound – warmed up, strong delivery, good intonation, friendly.

Broadcast Day

We begin transmission at 8.00 am with Dundalk FM Morning Intro promo. Check Aircheck is recording on main studio and on the server. Delete ad carts from the desktop and replace with the current ads. Check that ads are up to date/delete as required. End transmission at 12.00 am with Dundalk FM Closedown promo.

CD Copies

A CD of a show will be free for presenters. Fill in a **CD Request Form** from the CD Request Folder in Reception. The charge is €10 per CD for non presenters.

Child protection

If you are under 18 you may either visit Dundalk FM at the time agreed by the presenter/staff member or you will need to be accompanied by a parent, legal guardian, teacher or youth worker. This applies to volunteers and guests who are under 18. All volunteers must undertake a Child Protection course as soon as possible after commencing as a volunteer and abide by the Child Protection Policy. The Child Protection Officer and Safety Officer is Alan Byrne.

Competitions

Competitions must be part of an advertising campaign and have 'qualifying question'. Promoting an event on air is fine if it is a community event, giving the entrance fee is not - that is advertising. Do not give away tickets unless there is at least one weeks advertising spend agreed with the station.

Complaint procedure

Don't let issues get out of hand – if you have a complaint contact or write to the manager or a member of the Human Resource Committee and we'll try and get things sorted out immediately.

If the complaint is unresolved you can appeal to the Board of Directors.

For serious misconduct e.g. swearing, being disrespectful to others, smoking, intoxication, disregard for health and safety including child protection, not playing scheduled broadcasts e.g. news/advertisements you may be no longer allowed to volunteer.

Examples of gross misconduct include violent/threatening behaviour, theft, dishonesty, harassment or victimisation of a colleague or member of the public on grounds of gender, marital or family status, religious belief, political opinion, disability, race or ethnic origin, nationality, age or sexual orientation.

If you receive a complaint by phone, text, email or in person, please take a note and forward a summary to the manager. We like to hear good feedback so keep a record of this too. The manager will follow up informally and try to resolve the problem. If they are not satisfied with this outcome they will be referred to the website which contains our Code of Practice of Complaints Handling in relation to Programming or Advertising.

Copyright

All programming broadcast is the property of Dundalk FM.

Dead Air

If the computer or CD player fail, there is a mini disc and CD on the wall with a half hour of music, station Id's and programme intros for you to play while getting the problem sorted out (e.g. reboot pc). If there is nothing coming out on air - it may be a transmission problem e.g. power failure at transmission site. In any case it is better to continue broadcasting as normal until full service resumes as the Internet service is live.

Disciplinary procedure

A volunteer is sent a written statement about the complaint and asked to attend a disciplinary hearing.

A volunteer can be suspended until the hearing takes place.

A volunteer can be dismissed.

A volunteer may write an appeal letter against the decision.

The appeal meeting is held and final decision made.

At any stage a colleague, friend or relative can accompany the volunteer.

Email

Contact a member of staff if you wish to set up an email address at the station.

Expenses

There is a cost for you to do a programme whether it is purchasing music, printing information, buying books and equipment such as headphones, CD cases, phone calls, Internet usage, cloud space, hard drives etc. along with transport and parking. The station does not pay for your expenses unless approved by the Finance Committee.

Fill-in Presenter

If you are unable to come in, it is your responsibility to get a capable trained presenter to fill in or ensure that we have a generic pre-record to play.

Food

No food or drinks are allowed in the studio at any time unless it is a bottle/glass of water. Take care that liquids should not be near any of the sound equipment.

Headphones

Each presenter is encouraged to keep a set of personal headphones for hygiene purposes.

Health and Safety: accidents, fire, first aid, and illness

Remember that all guest and presenters must sign in and out at reception for insurance and fire safety purposes.

Accidents must be reported to the manager or a staff member immediately. There is a first aid box at the reception desk. Details must be recorded in the Accident Report Book at reception.

In case of fire breaking out – clear the building immediately – leave bags and belongings. The fire assembly point [D] is at the gates to the Partnership. There are two fire extinguishers at the top of the stairs and at reception (one for electrical fires, the other for standard fires).

Do not attempt to carry out repairs on the desk or microphones.

Report all equipment faults to staff.

Contact Emergency Services via 999 in serious cases. A list of First Aid staff is posted on the Notice Board.

Intro Music, Jingles, Promos, Station Id's

Such as 'you're tuned to dundalk fm/you're listening to Dundalk FM', promos for programmes etc are on a Mini Disc in the studio and can be played as required. They are also on a Desktop folder. Let the jingles and stations Id's introduce you and your show often to the listeners.

Libel

The broadcasting of any defamatory, racist, sexually explicit or similar material will result in immediate suspension from station activities until a full hearing by the Programming Committee. If a guest oversteps the line with comments you must bring it to the management's attention immediately.

Links

Thank the previous presenter – try a live handover.

You can say that we are live on dundalkfm.com

For music shows give out the phone and text number – maybe consider that you just focus on playing good music rather than pleading with listeners to call or text.

Signpost upcoming programmes.

Local Releases/Playbox

When new releases by local artists arrive at the station, we keep them in the 'playbox' beside the sound desk. Our remit is to support local talent so remember to include these tracks in your programme.

Membership

Community groups and individual volunteers are required to pay an annual membership fee. This covers their insurance and entitles them to a vote at the AGM (once paid before 1 September). Radio trainees gain automatic membership for that year. The Board of Directors decide the annual membership fee.

News

Local news is broadcast on the hour between 9am and 7pm on weekdays only. These are two minute local news bulletins except for 1pm, 5pm and 7pm which are four minutes (local sport, bereavements and community notices).

‘No Show’

Missing your show twice without explanation or forewarning can result in losing your show. Think about the volunteers before and after your programme and the management who have to step in to cover. Swap numbers with the presenters before and after you.

Outside Broadcasts

OB's are a great fun way to promote the community and the station. The phone line should be checked a few days in advance and a running order agreed with the presenter. Record from the desk to a portable recorder for archiving. Air a promo for the OB a week in advance.

OB Unit

A staff member or senior volunteer is appointed to supervise the taking out – setting up – taking down and returning of the OB Unit. Cost of Travel: All costs of the Outside Broadcast, including the cost of towing the unit, are to be borne by the group or members taking the unit out.

Perpetual Guests

A 'perpetual guest' is defined as someone appearing on air with a show's host more than 50 per cent of the time. They are required to go through the full membership and training processes to have continued access to on air after a period of six months.

Programming

New programmes will get priority over approving or maintaining programmes by hosts who already have other programmes in the schedule. If there is a need to make space for a new programme, a volunteer hosting two programmes will be directed to give up one of the programmes. The maximum length for a music programme is 2 hours. Seniority or similar concepts that suggest 'ownership' over timeslots by on air volunteers will have no bearing on scheduling decisions made by the Programme and Technical Committee. Shows cannot be passed from one presenter to another.

Any proposed changes to the schedule will be made in consultation with those volunteers impacted by the change. From time to time one-off programming, for example outside broadcasts and sports coverage will take precedence in the schedule and where this arises the presenter will be given one week's notice.

Each show has its own folder for saving music, stings, promos and interviews. Capacity is capped at 2GB.

Promote your show and the station

If you are planning on distributing posters or flyers or using the on social media sites please get them approved by the staff first. The staff can provide you with a copy of the station logo which must appear on any promotional material. You can also add it to your website/social media site.

Running Order

Presenters must complete a RO for each programme listing the total tracks played, the number of Irish tracks played, details of people interviewed and other clips played. These are summarised each week to collect information on music played, the percentage of Irish music in a programme and guest/community groups that are interviewed (see Appendix).

Security

The Centre policy that there is a second person in the station when someone is on air on their own. Don't leave belongings lying around. No under-18's on the premises unless involved in programming.

Procedure for locking up must be followed at all times:

- Shut down all PC's (except main pc).
- Close the shutters.
- Switch off the heating.
- Switch off the air-conditioning in main studio and production room.
- Switch off the lights.
- Set the alarm.
- Lock the door.

Soapboxing

Public affairs programming should be composed of interviews and dialogue with individuals who have a background in the subject discussed. Presenters reading written passages from a book or the Internet must acknowledge the source and are limited to a few lines due to copyright restrictions. It should be noted that stating that a section of a broadcast is an editorial opinion does not protect the individual or station from libel or slander charges.

Sponsorships

Please do not promote businesses on your show who are not sponsors of your show. This creates free advertising for some, when others are paying for it and our advertising rates are tailored for local businesses.

Presenters can help with sponsorships. Dundalk is a small community. You may have in your life people (friends, employers, contacts) who may be interested in sponsoring the station. Talk about the radio station, let people know what we are about. If you find someone who is interested in sponsoring the station, pass their name on to the

Assistant Manager or make a call and ask if it is okay if the advertising representative calls by.

Sponsorship messages allow a sponsor to give information about their business or organisation, a simple statement which may incorporate the name of the sponsor, the sponsor's address, hours of business, and a brief general description of the types of services or products which the sponsor provides including price, name and brand name of the product, and the like. Sponsor messages are produced without the use of jingles, dramatisations, or competitive references.

The sponsor's promo is played at the beginning, before and after the break and at end of the programme.

Studio protocol

Keep the studios clean and tidy. Cultivate the fuzzy sensation that this is your home – and treat it as such (actually, treat it better than that).

Smoking in the designated area only (not outside the door).

Be professional in your show prep and interview questions.

Promote your programme – meet your audience.

Be natural.

Play station Id's at regular intervals.

At no time shall the presenter broadcast anything, which may result in a libel case being taken against the station.

Presenters must be impartial and it their duty to present both sides to a story.

Shows must not deviate from the schedule.

Ask about Wifi access for laptop and smartphones.

Good morning / afternoon, Dundalk FM, {your name} speaking....

Dead air is to be avoided (but it's preferred to nervous babbling when something goes wrong)

Never allow anyone to go on the air if they appear intoxicated.

If you feel the urge to say “um”, “ahh”, “anyway” (or other verbal tics), say nothing at all

Don't apologise.

Complete and file your running orders.

Play ads and other notices on time.

End your show with a piece of music to prepare the studio for the next presenter.

If time allows, contribute to any volunteer duties around the station: washing dishes, making coffee, general clean-up, filing, etc.

Appendices

The Community Radio Charter for Europe

Recognising that community radio is an ideal means of fostering freedom of expression and information, the development of culture, the freedom of form and confront opinions and active participation in local life; noting that different cultures and traditions lead to diversity of forms of community radio; this Charter identifies objectives which community radio stations share and should strive to achieve.

Community radio stations:

1. promote the right to communicate, assist the free flow of information and opinions, encourage creative expression and contribute to the democratic process and a pluralist society;
2. provide access to training, production and distribution facilities; encourage local creative talent and foster local traditions; and provide programmes for the benefit, entertainment, education and development of their listeners;
3. seek to have their ownership representative of local geographically recognisable communities or of communities of common interest;
4. are editorially independent of government, commercial and religious institutions and political parties in determining their programme policy;
5. provide a right of access to minority and marginalised groups and promote and protect cultural and linguistic diversity;
6. seek to honestly inform their listeners on the basis of information drawn from a diversity of sources and provide a right of reply to any person or organisation subject to serious misrepresentation;
7. are established as organisations which are not run with a view to profit and ensure their independence by being financed from a variety of sources;
8. recognise and respect the contribution of volunteers, recognise the right of paid workers to join trade unions and provide satisfactory working conditions for both;
9. operate management, programming and employment practices which oppose discriminations and which are open and accountable to all supporters, staff and volunteers;
10. foster exchange between community radio broadcasters using communications to develop greater understanding in support of peace, tolerance, democracy and development.

Adopted on 18 September 1994 in Ljubljana, Slovenia at the first AMARC Pan-European Conference of Community Radio Broadcasters

RUNNING ORDER – LIOSTA CASTA

Date/Dáta: _____ Programme/Clár: _____

Producer / Léiritheoir: _____

Presenters / Láithreoir(i): _____

Technician / Teicneoir: _____

Please Play 25% Irish Music per show

	Item Uirlis	Details – song, singer, number Sonraí – amhránaí, ceoltoirí, uimhir
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
Guest Contact Details		
Irish Tracks		
Total Tracks		

Genre: General Music Specialist Music Special Interest Speech News and Current Affairs	Irish Language Sports Foreign Language Networked/Acquired Irish Music	Course completed. Membership up to date
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Radio Programme Proposal Form

Number: **Date Received:**

Dundalk Media Centre is a community owned media resource centre. We broadcast to Dundalk and adjacent areas and wish to hear from groups/individuals who have programme ideas. Please fill in as much as you can and return to the above address. We look forward to hearing from you.

Programme Title

PRODUCTION TEAM

Producer

Presenter(s)

Researcher(s)

Reporter(s)

Who is the intended audience

How will you engage your listenership in the show?

How will you promote your show

- social media – twitter, facebook, website, other
- send a press release to local newspapers
- email/ write to / meet your intended audience
- record a programme promo
- other, please explain

Issues/topics to be covered

What is the proposed speech/music ratio? Speech [] Music []

The Programme will include at least 25% Irish Music Yes () No ()

(song written or sung by an Irish artist or Irish written song sung by a non Irish artist)

If no, please state the reason _____

I agree to provide a running order for each programme ()

Relevant experience/background

Programme duration _____ **No. of weeks** _____

How often () weekly () once off () other _____

Proposed Broadcast Times: (list in order of preference)

The programme will be Live () Pre-recorded () Mix of both ()

A 5-minute demo has been provided. Yes ()

A Running Order is provided. Yes ()

any other information, you feel is relevant

PLEASE READ CAREFULLY!

Applying for a programme constitutes agreement to the following:

As a volunteer I agree that any material recorded, produced or broadcast by the station will be permanently available for repeat broadcasts on the station. Furthermore, the station will control the copyright of the titles of any such programmes or other recorded material. In addition I agree to:

- *Fulfil the speech, music and language requirements outlined in this proposal.*
- *Never bring food, drink or cigarettes into the studio.*
- *Limit the number of guests brought into the station to two unless I have made a prior arrangement with the station manager.*
- *Handle all station equipment with care and refile everything at the end of each programme.*
- *Always report breakdowns technical faults and always report if I break something.*
- *Be familiar with station license restrictions and programme material which violates these conditions.*
- *Be present and prepared in station studios at least 15 minutes before the programme begins.*
- *Notify any staff member at least 24 hours in advance if I am unavailable for a programme.*
- *Archive interviews to the programme folder.*
- *Limit the folder size to 2 GB.*
- *I agree to play ads and news at the correct time.*
- *I will comply with the policies in the volunteer guide.*
- *I will provide the station with a new promo every 6 months*

I understand the above conditions and agree to abide by them. I have completed a station training course, paid my membership and will take part in the next Child Protection Course. I will attend member meetings.

I am interested in further training in

- () administration support () promoting the station () archiving and audio editing*
() outside broadcasting () community engagement () IT and social media

Any special needs that we need to be aware of?

Name

Address

Mobile

Email

Signature: _____

Date: _____

Return to Programme Committee, Dundalk FM, Partnership Court, Park Street, Dundalk.

PROGRAMMING COMMITTEE USE ONLY	
Proposal approved	Proposal Declined
Reasons/Conditions	

Dates of 13 weeks approval	_____
Review date	_____
Date	Signed _____

Dundalk FM 100 is a not-for-profit, independent, friendly, community development organisation giving voice to all in Dundalk and surrounding areas. We are committed to educate, entertain and inform through our wide range of programmes.

Programme Review Form

To be completed with the presenter so the Programme Committee can get feedback from presenters and consider programme content and schedule changes where necessary.



Date:

Programme Title

Programme began on (date)

Have any new contributors joined the programme?

Have there been any changes to the programme proposal?

Have you missed any programmes?

What programmes/issues have received some feedback on e.g. email, sms, phone calls.

Do you use your @dundalkfm.com email?

How have you engaged your listenership in the show?

Check-list

- % speech/ % music ratio (as per proposal)
- 25% Irish Music

- Running order is filled out for each programme
- Have you recorded an up-to-date promo for your programme?
- How many members meetings have you attended this year?

Do you listen back to your show- is there anything do you would like to improve on?

Do you want to make any changes to the broadcast time/length of programme/take a break?

Is there anything we can do to help you with your programme?

How many Volunteers Hours have you contributed to the station?

Board Membership	Committee Membership	Help with Outside Broadcasting
Reception/duties	Stand in presenter	Promotion/Fund-raising/Sales
Desk op for shows	Community Radio Group Training	Website update and development
Recording/editing community events/correspondent		

Follow up:

Next Review Date _____

Presenter Signature _____

signed on behalf of the Programming Committee _____

Dundalk Media Centre Committees

Terms of Reference

Programme and Technical Committee

- Examine and make recommendations on programme proposals, demos and provide feedback to their contributors.
- Review broadcasting programmes on a regular basis and related activities ensuring that all BAI and other related requirements are been satisfied.
- 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.
- The sub committee will meet at least once a month and will report on a monthly basis to the Board of Directors.
- The sub committee will strive to make decisions by consensus or simple majority. The quorum for all meetings will be three persons.

Management and Operations Committee

4. Follow up on actions from the Board Meeting.
5. Keep track of progress of the Strategic Plan activities.
6. Advise and support the Manager.

Funding and Finance Committee

- Agree the Annual Budget.
- Identify sources of funds.
- Ensure cash flow is sufficient for the business.
- Ensure financial guidelines and companies registration office compliance.
- Set pay rates for staff and external projects.

Human Resources Committee

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

Community Engagement Committee

- Create an annual promotion and marketing plan and calendar of events for the station.
- Identify measures to raise awareness of the station.
- Help in the recruitment of new volunteers.
- Ensure the station promotes inclusiveness.

Control Framework for Standing Orders and Procedures for Dundalk Media Centre Board of Directors. January 2009.

Calling the Meeting

Members should be notified by the Secretary or Manager of the date, time and place of the next meeting at least a week in advance. This will be done through email where possible.

Example of a Notice of Meeting

Dundalk Media Centre – Board of Directors

A meeting of the Board of Directors will be held at 7.00 p.m. on Tuesday 13th January in the Community Offices. (Time and Venue changed).

The Agenda for the meeting is as follows:

Welcome/Apologies for absence.

Minutes of last meeting and approval.

Matters arising from minutes.

Correspondence

Information – Reports.

Managers Report/Treasurers/Programming and Technical/Members Meeting Minutes/
Human Resources Committee.

Other items of main business based on the Strategic Plan including:

Management and Operations

Finance and Funding

Human Resources

*Items will be flagged as **Information, Discussion, Decision.***

AOB

Review of Minutes.

Date of Next Meeting/Close of Meeting.

The custom is established that meetings take place on the second Tuesday of each month.

The Secretary or Manager in consultation with the Chairman draws up the Agenda. Any items for inclusion on the Agenda must reach the Secretary, Manager or Chairperson eight working days in advance of the meeting. If the order of the Agenda is to be changed, this must be stated at the beginning of the meeting. All Minutes to be circulated as soon as possible after the meeting and at least 5 days before the next meeting. The recording of all company correspondence will be reviewed by the Management Committee.

Items on the Agenda

Apologies

It is customary courtesy that members who are unable to attend a Board meeting should convey apologies for their absence to the Secretary, Chairperson or Manager. It also shows that absence from the meeting does not indicate loss of interest.

Minutes

The Minutes are the permanent record of activities and decisions made by the Board of Directors. They should, therefore, be written (or typed Minutes should be pasted on to the pages) on a hard backed book. The Minutes should summarise the decisions and proposals of the meeting: details of the discussions should not be recorded in the Minutes.

For example “Improvement in office facilities. It was agreed on the proposal made by Alec seconded by Lisa that the Manager and the Treasurer should obtain quotations for an electric heater and the installation of the necessary upgrades”.

The Minutes should be written into the Minute Book by the Secretary and circulated with the Agenda prior to the next meeting. The Chairman will ask those members who were present at the previous meeting if the Minutes are a correct record: if this is agreed he/she will then sign them in the Minute Book. If any member dissents he/she should specify the inaccuracy and the suggested correction: if this is agreed the Minutes must be altered by the Secretary before being signed by the Chairman. Once the minutes have been signed, they become the official record of the decisions of the Board.

Matters Arising

This gives the opportunity to report on progress made in carrying out decisions, which were taken and recorded in the minutes of the previous meeting.

Correspondence

The Secretary or Manager should read out any correspondence, which requires a decision or which contains important and relevant information, which was received since the last meeting. Letters received which refer to an item, which is specified later on the Agenda should be kept until this item is reached.

Managers Report

The Manager reports to the Board any transactions or matters of interest in which he/she has been involved with since the last meeting. This should include a summary of the work programme of staff members and any relevant staff issues items under the headings of the Strategic Plan.

1Financial Report

The Treasurer should give an account of the present financial position and of the money spent and received since the last meeting.

Sub Committee Reports

The Programming and Technical Committee will also give a summary of their work since the last meeting and put proposals forward, which also require the discussion, input and decision of the Board. Any other sub-committee shall also submit a report.

Items of Main Business

The Manger outlines relevant proposals of project work, which require the committees' discussion, input and decision.

Any other Business

This item is intended to give members an opportunity to raise matters of relevance and importance. Depending on the time factor and the priority of the item the Board may decide to carry forward an item to the Agenda for discussion and decision at the next meeting when further information is available. The Chairman must be careful to see that no important decisions are taken by the meeting without sufficient discussion and consideration.

Date of Next Meeting

The date, time and place of the next meeting should be specified, even if meetings are at regular intervals and always at the same place.

GENERAL RULES OF PROCEDURE

- A quorum of three members of the Board must be present before the meeting can start.
- There must be a Chairman: in the absence of the named Chairman or Vice-Chairman the meeting should elect a member to conduct that particular meeting.
- There should not be private conversation between members.
- The Chairman will use his/her discretion in allowing a certain amount of open discussion by members across the table so long as the discussion is relevant, speakers do not interrupt one another and the atmosphere remains harmonious.
- Only one person should be speaking at any time and personal remarks and offensive language should not be permitted.
- Each Agenda item must be dealt with in sequence and concluded before moving on to the next item.
- Earlier items on the Agenda cannot later be discussed.
- All proposals must have a proposer and seconded before they are agreed and/or voted upon.
- Any amendments to a proposal must be discussed before the vote is taken on the proposal.

ROLE DESCRIPTIONS

Role for Board of Directors Members

Role Purpose: To formulate and promote the strategic aims, objectives and to endeavour to the good governance of the Dundalk Media Centre.

Main tasks

1. To take part in formulating and monitoring progress of the aims and objectives of the Dundalk Media Centre.
2. With other Board of Directors members, to ensure that the policy and practices of the Dundalk Media Centre are in keeping with its aims and objectives.
3. With other Board of Directors members, to ensure that the Dundalk Media Centre functions within the appropriate legal and financial requirements and strives to achieve best practice.

Main duties

- Be an active member by attending meetings and exercising responsibilities and functions
- Read materials prior to attending meetings
- Maintain good relations with staff and volunteers
- Take part in training sessions provided for the benefit of members of the Board of Directors
- Fulfil such other duties and assignments as may be required from time to time by the Board of Directors

Role for the Chair of Board of Directors

Main Tasks

1. To ensure that the Board of Directors fulfils its responsibilities; for the governance of the Dundalk Media Centre.
2. To work in partnership with the Manager to help him/her to achieve the objectives set for the Dundalk Media Centre.
3. To ensure that there is an effective and productive relationship between the Board of Directors and the staff/volunteers.

Main duties

- To chair meetings of the Board of Directors: seeing that it functions effectively and carries out its duties.
- To ensure that the Board of Directors sets overall strategy and policy objectives in consultation with the staff and volunteers.
- To ensure that the business of meetings is dealt with and that decisions, when required, are clearly arrived at and recorded and their implementation monitored.
- To ensure that Dundalk Media Centre's financial dealings are prudently and

systematically accounted for, audited and publicly available.

- Ensuring that the Manager has clear authority in relation to operational matters.
- To ensure that Dundalk Media Centre has appropriate and clear procedures to:
 - Comply with current employment, legislation and good practice
 - Advertise for, interview and select staff
 - Support, guide and develop staff
 - Deal fairly and swiftly with staff grievances
 - Recruit and support volunteers
 - Act as cheque signatory

Role of Vice Chair¹

Main Duties

1. To chair the Board of Directors in the absence of the Chairman
2. To carry out the functions of the Chairman in his/her absence

Role of Treasurer²

Main Tasks

1. On behalf of the Board of Directors, to ensure that the Dundalk Media Centre's financial resources are effectively and efficiently planned and controlled.
2. To ensure that members of the Board of Directors have the financial information they need to make good decisions.

Main Duties: To -

- Ensure there is an effective financial planning/budgeting system in place
- Ensure there is effective monitoring against budget
- Make sure that Dundalk Media Centre operates within the legal and financial guidelines set out in current legislation, the requirements of the Memorandum and Articles of Association
- Ensure that adequate financial controls are in place and that Dundalk Media Centre operates with a sound financial framework
- Ensure that grants and other funds received for specific purposes are appropriately spent
- Identify any additional financial risks facing Dundalk Media Centre and recommend appropriate action
- Ensure that Dundalk Media Centre is effectively insured against financial risk
- Advise Board of Directors members on the financial implications of its strategy and policy
- Meet with external auditors and donors to discuss the Auditor's report and accounts
- Act as a cheque signatory (all cheques must be signed by two authorised

¹ The Board of Directors will elect the Vice Chair of the Board of Directors.

² The Board of Directors will elect the Treasurer of the Board of Directors.

signatories)

Role of the Secretary ³

Main Tasks and Duties: To -

1. Ensure that members of the Board of Directors are appropriately notified of dates, times and venues of meetings and receive the appropriate materials in advance.
2. Ensure that the Board of Directors is effectively serviced with regard to the recording, dissemination, and amending of minutes.
3. Deal with all formal correspondence to and from the Board of Directors.
4. Act as a cheque signatory.

³ The Secretary of the Board of Directors will be the Company Secretary elected by the Board of Directors.

Dundalk Media Centre
Board of Directors Code of Conduct 04.02.10

About this information pack

As a community based, not for profit organisation, Dundalk Media Centre Limited relies upon members of the community to become Directors of the Board. A member who is elected to the board will be registered as a Director with the Companies Registration Office. Becoming a Director is a rewarding experience, and provides great benefit to the centre and through it to the community in general. The purpose of this information pack is to provide an overview of the roles and responsibilities of Directors and to help members make an informed decision as to whether to nominate for a position on the Board or not.

Please note that this information pack is not legal advice, and the Dundalk Media Centre will not be held liable for the correctness of any information contained herein. If you have any specific questions, you should seek professional legal advice.

What does the Centre do?

The centre provides a diverse range of training opportunities through the operation of Dundalk FM100 under a contractors licence from the Broadcasting Authority of Ireland. The station provides programming of interest to the Dundalk Community. The focus of Dundalk FM100's programming is to give a voice to individuals, groups and issues that may not get attention from other forms of media; to provide community announcements for organisations; to publicise events and services, and to enhance the culture of Dundalk through participation and/or publicity of events and festivals held in the Dundalk area. The centre provides community media training and production services.

Where does the Station get its money?

The centre has a turnover of about €150,000 each year, the majority of which comes from various grants, media projects, sponsorship and airtime sales.

What is the role of the Board of the Centre?

The Board is responsible for the governance of the centre. This means ensuring that the centre's funds are spent efficiently, ethically and in compliance with all relevant law. It also means ensuring that the centre is sustainable, and will continue to deliver services in the years to come, through the development of strategies and assessment of the performance of Dundalk Media Centre in meeting its goals.

What does a Member of the Board (Director) do?

The Board acts on behalf of the members in supervising the Centre. It is the Board's responsibility to set the Centre's direction and goals, and it is the Manager's responsibility to decide how to achieve those goals. The Board works to:

- Set and review the medium and long term goals of the Centre
- Approve the annual budget
- Monitor the performance of the centre
- Approve major financial decisions

- Ensure major risks are identified and managed
- Ensure there is accurate financial reporting and that the centre complies with the law

The Board makes all decisions collectively and all Board Members share equal responsibility for those decisions.

Are Board Members legally liable for the decisions they make?

Yes, Board Members are legally liable for the decisions they make. However, the instances of Board Members of not for profit organisations being sued is relatively rare, and the standard of care required of a voluntary Board Member of a not for profit organisation is usually lower than that expected of an executive director of say a company listed on the stock exchange. Each Board Member has Director's and Officer Insurance paid for by the Centre.

How is the Board different from the committee of any other not for profit community organisation?

Legally, the Board is the same as the committee of any other incorporated association. It is the aim of the centre to be professional, accountable, effective and fully compliant with the law. A separation of the management and governance roles within the Station is fundamental to the achievement of this goal.

Do I receive any remuneration as a member of the Board?

No. Board Membership is an entirely voluntary position.

What core skills are important to the Board of Dundalk Media Centre?

Potential Board members should be able to contribute in one or more of the following areas:

Strategic Expertise – the ability to review the strategy developed by the centre through constructive questioning and suggestion.

Accounting Skill – the ability to read and comprehend the centre's accounts and the financial material presented to the Board, and to understand financial reporting requirements.

Legal Skill – the Board's responsibility involves overseeing compliance with many laws.

Managing Risk – the Board must be able to manage areas of major risk to the centre.

Managing People – and achieving change.

Understanding of community development.

Knowledge of the community-broadcasting sector.

As a not for profit organisation funded through grants, media projects, advertising and sponsorship, the centre needs to be able to establish alternative sources of income to ensure that it remains financially viable in the years ahead. Therefore, all Board members should be prepared to be involved in ensuring the long-term sustainability of the centre.

What personal qualities should a Board Member possess?

- **Honesty and integrity** - the Board only operates effectively if there is trust between the members. Board members need to be able to raise and discuss matters in confidence in order to explore issues and resolve them.

- **Courage** – a Board member must have the courage to question or speak up if they believe something is not right regarding an important decision.
- **Tact** – effective Board members can work within a group and express a point of view forcefully, yet constructively.
- **Genuine interest** in the centre and its operation.
- Be an **active contributor** and team player.

What commitment is required of me as a Board member?

Each Board member is expected to:

- Attend, and actively participate in, Board Meetings held on the second Tuesday of the month from 7pm –9pm.
- Prepare fully for Board meetings by reading all Board papers prior to the meeting.
- Participate in a Board Committee, such as the Finance and Funding, Programming and Scheduling, Community Engagement, Human Resources and Management and Operations.
- Attend major centre events.
- Comply with the Board Code of Conduct.
- Apply his or her individual skills for the benefit of the centre as required.
- Represent the centre to the broader community.
- Actively encourage membership of the centre.
- Develop, organise and participate in significant fund raising.
- Complete a Board member’s eligibility and conflict of interest declaration each year.

Who is eligible to become a member of the Board?

The rules for eligibility for membership of the Board are set out in the Centre’s Memorandum and Articles of Association. In general, the requirements are that a nominee for membership of the Board:

- Be a financial member of Dundalk Media Centre.
- Not be bankrupt.
- Not be convicted of a crime for which the maximum punishment is imprisonment for three months or more in the past five years.
- Not have any conflicts of interest that would prevent the nominee from performing his or her duties.
- A nominee must have sufficient time and energy to devote to the duties and commitments of the office.

How do I become a Board Member?

There are two ways to become a Board member:

- Be elected at the Annual General Meeting by the membership of the centre.
- Fill a casual vacancy at the invitation of the Board.

The Board encourages potential new Board members to become familiar with the membership and operation of the Board, to gain an appreciation of the duties and responsibilities of a Board member, and to understand the level of commitment involved prior to nominating for a position on the Board.

How do I cease being a Board Member?

There are several ways to cease being a Board Member:

1. Resignation.
2. Retirement at an Annual General Meeting.
3. Become ineligible by virtue of the Memorandum and Articles of Association for example, becoming bankrupt or ceasing membership of the centre.

How do I help the centre without being a Board member?

If you have any specific skills that may be of use to the centre than please contact the Manager.

Signed: _____

Date: _____

PROGRAMME POLICY STATEMENT

1. The Broadcasting Philosophy/Local Ethos:

Our philosophy is to help all local organisations use the medium of radio to meet their objectives in a fun and enjoyable way. The policy closely follows the spirit of the Mission Statement for Dundalk FM adopted by Dundalk FM Members in 2005 and agreed as part of a grant from the BCI Community Radio Support Scheme: *'Dundalk FM is a non-for-profit, independent, friendly, community development organisation giving voice to all in Dundalk and surrounding area. We are committed to educate, entertain and inform through our wide range of programmes'*

The community served will participate at all levels of programming. Outside broadcasts and recordings from local events will ensure the station continues to enjoy community support and broadcast local voices and views.

The station aims is to foster relationships between all ages, genders and social backgrounds that use Dundalk FM as a platform for promoting community development. It is therefore committed to debating subjects that people living within the franchise area want to discuss in addition to examining Dundalk's image and portraying it as an imaginative, receptive and stimulating place to live and work.

The organisation commits itself to the BAI definition of Community Radio and operates its community radio service in accordance with the AMARC Community Radio Charter for Europe.

2. The target audience for the service:

The target audience will be all individuals and community groups in Dundalk and environs. There are approximately 40,000 people living in this area. We will have reporters in each of the major parts of town and in each of the parishes.

3. The weekly schedule

The schedule will consist of 116 broadcast hours broken down as follows:

Monday	16 hours
Tuesday	16 hours
Wednesday	16 hours
Thursday	16 hours
Friday	18 hours
Saturday	18 hours
Sunday	16 hours

The schedule will include up to a maximum of 36 hours of pre-recorded programming.

4. Percentages of total broadcasting hours:

The breakdown of proposed formats for a typical weekly schedule is as follows:

Format	Total broadcast Day
Music Programming	50%
News & Current Affairs	20%
Advertisements	10%
Other Speech Based Content	20%

5. News:

The station news service will focus on stories of interest to Dundalk and the environs and will include headlines, feature stories and clips from programming and telephone interviews. The breakdown will be as follows:

- Hourly 2 minute bulletins will be broadcast between 9am and 7pm on weekdays.
- Bulletins at 1pm, 5pm and 7pm weekdays will be of four minutes duration each.
- Bulletins will consist of local news stories and national and international headlines.
- News will be sourced from the Internet, press releases, newspapers and local journalists.
- News will also be sourced from service provider websites, local events, traffic, lotto results, forthcoming exhibitions, death notices, chamber of commerce news, town council news, church newsletters, fire service and the Garda station.

6. Current affairs coverage:

Weekly current affairs programming will consist of

- Half hour readings of articles from the local newspapers.
- Two hours (Monday – Saturday): magazine show featuring local events and issues, interviews with local people and a newspaper review. Speech to music ratio will be at least 65% : 35% and a variety of topics will be covered such as health, the arts, current council issues and personal finance.

We will regularly invite a panel of guests into the studio to discuss recent international, national and local events. These will include two guests on the daily show and one guest on the weekend show. The station will draw from the pool of regular contributors such as teachers, solicitors, dramatists, writers, actors, religious and political analysts.

7. Sports Coverage:

A minimum of two live matches will be broadcast each month during the season and include local and away games. Three daily local sports bulletins will be broadcast as part of the news bulletins at 1pm, 5pm and 7pm.

We will broadcast sports programmes such as Ice Hockey Show, Mixed Martial Arts, Summer League Football and GAA as and when sports teams are available.

Dundalk FM commits a minimum of 5 hours of sports programming each week and to increase this depending on seasonality. Sports programmes focus on local soccer, GAA rugby, boxing, tennis and other minority sports that don't get coverage anywhere else.

8. General music policy:

A mixture of general music and specialist music will be broadcast over the total broadcast day and will not exceed 50%.

General music programmes will have a minimum of 25% Irish Music and a minimum of 5% speech content.

9. Specialist music policy:

We will broadcast at least one hour from the following genres of music each week.

Country and Irish 30's and 40's music Easy listening music American country Acoustic rock, music from musicals, Rock and roll music Alt music Jazz music Dundalk bands	Classical music Show band music Ska and reggae Irish trad music Irish pop/rock Celtic/Spiritual Music Ethnic Music Dance Music Religious music 50's-70's music
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10. Irish Music policy:

A minimum of 25% of all music played will be Irish music, defined as a song written and performed by an Irish artist or an Irish song played by any artist. We will broadcast a minimum of four hours of Irish music each week during the hours of 7am and 7pm.

11. Special Interest Speech:

Dundalk FM commits to a minimum of 6 hours special interest speech programming per week to include the following topics:

<ul style="list-style-type: none">• Anti-poverty initiatives• Arts• Charities• Community Development• Disability• Education• European languages and culture• Finance• Food	<ul style="list-style-type: none">• History• Mental health• Minority groups• Self-improvement• Senior citizens• Social issues• Tourism• Women's issues.• Health
--	---

Special interest speech programming would be made up of the following programme types:

Religion

Documentaries

Old Time Radio

Selection of the above

Features

Disability

12. Irish language programming:

The station encourages presenters to use the Irish language where possible. We will broadcast at least one 1 hour programme in the medium of Irish each week. Additionally, we will encourage further Irish language and bilingual programming.

13. Dedicated language programming

We will broadcast at least one non-Irish/non-English language programme per week. Where the station cannot resource its own foreign language programme resources, it will source a series from CRAOL, rotating between languages.

14. Promotion of Irish Talent:

We will promote local artists by bringing them into the studio and to outside broadcast events for interviews and live performances.

We will work with schools, community groups and individuals to record and broadcast their productions. Dundalk FM will broadcast at least a one-hour local music show each week.

15. Acquired/Networked:

We will broadcast relevant network programming of interest to our listeners, for example European Magazine programmes, radio book programmes. We have no plans to purchase or sell broadcast material. We aspire to broadcast programming from other community stations through the CRAOL website programme exchange.

June 2010