

Programming Committee FAQ

Introduction to the Programming Committee

The Programming Committee is a key entity within WEFT. It is the committee responsible for all aspects of programming at the station, essentially filling the shoes of what would be a Program Director in a commercial or large public station. However, in contrast to a Program Director, who usually is paid and works in an autocratic fashion, the Programming Committee consists of up to nine WEFT volunteers who are all elected by WEFT's governing bodies, four by the Board of Directors and five by the Associates, for one year terms. All Programming Committee decisions and actions are made democratically by the committee members.

Read below for more information about what the "PC" does. If you are interested in joining the PC, in addition to read this information, consider coming to one of our meetings!

What the Programming Committee Does

- chooses all new programs which air on WEFT and places them in the schedule
- supervises the Airshifter Training Subcommittee and sets the standards for training
- sets the standards for airshifter and program selection
- supervises all airshifters
- sets and enforces WEFT programming policy
- enforces FCC program standards
- maintains unfilled program slots

Benefits of being a Programming Committee Member

- Having direct input on the programming which is heard on WEFT.
- The opportunity to positively affect your community through radio.
- Meeting and working with a diverse group of people from united in their passion for radio.
- Participating in a democratic process rarely found in any medium.
- Gaining insight into the nuts and bolts of radio that few have the opportunity to see.

Programming Committee Member Responsibilities

- Attendance of meetings held twice a month – generally last 1 1/2 to 2 hours.
- Filling an open position on the committee (positions listed below).
- Serving as a representative of the committee to the rest of the station.
- Setting a positive example for new airshifters and the station at large.
- An open mind and a willingness to create and innovate.

Programming Committee Positions

The person filling each position is responsible for coordinating and supervising an area of the Programming Committee's activities which is vital to WEFT. Each committee member has a great deal of latitude and autonomy in the approach s/he may take in her/his position and may recruit other volunteers as necessary to help. Members of the Programming Committee are elected to the following positions:

Committee Chair

This person is responsible for coordinating all Programming Committee activities. The most important duties include maintaining meeting agendas, chairing committee meetings, serving as the primary liaison to WEFT committees, airshifter and trainees. The Committee Chair has the power to make emergency decisions and take emergency action when a committee meeting is impossible.

Co-Chair

This person assists the Chair in all duties and takes the Chair's place when s/he is absent.

Communication

Responsible for committee correspondence, including taking the minutes of the meetings.

Satellite Programming/Traffic Coordinator

This person is responsible for making sure that satellite programming is properly recorded and aired.

Substitute Coordinator(s)

These persons are responsible for maintaining an accurate list of trained WEFT airshifters who are eligible to substitute programs. They are also responsible for ensuring that all program slots that are not filled are properly substituted.

Outreach Coordinator

This person is responsible for coordinating efforts to recruit new airshifters, both from within WEFT and in the community. Special emphasis is placed on recruiting airshifters for WEFT's strip programming. This person also works to ensure those within WEFT are fully integrated into WEFT's structure and needs.

Airshifter Education

This person serves as a liaison between the Programming Committee and the Airshifter Training Committee. This person is responsible for supervising airshifter training and ensuring that new airshifters are properly trained and that programming policy is adhered to. This person will also run trainings as needed.

Log Coordinator

This person is responsible for coordination of the required log sheets including the Operators and Public Affairs log as well as the Daily Log, or Daysheets.

Other positions as needed

Positions to be determined as needs and interests dictate.

Becoming a Programming Committee Member

To become a member of the Programming Committee you must be elected to the committee by either the Associates Committee or the Board of Directors.

In order to be elected by the Associates Committee you must be a member of that committee first.

Members elected by the Board of Directors may be Board members, but are not required to be.

If you are not a member of the Board of Directors you may become a member of the Programming Committee by becoming a BOD Representative to the Programming Committee.

BOD Representatives to the Programming Committee

- BOD Representatives are persons whom the BOD elects to the Programming Committee as their proxy to serve on that committee.
- BOD Representatives enjoy full membership and voting privileges of the Programming Committee.
- BOD Representatives do not enjoy BOD membership or voting privileges, but also do not have to fulfill any of the requirements of BOD membership.
- BOD Representatives are responsible for reporting to the BOD and for representing BOD on the Programming Committee.

To become a BOD Representative to the Programming Committee you must apply to the BOD which may appoint you to a one-year term on the Programming Committee. The BOD asks for at least one month advance notice of your candidacy.