

TRENT RADIO BoD AGENDA
05 April 2004

01. Approval of Previous Minutes - 23 Feb 2004
02. Business Arising
03. Committee Reports
04. Operations Report
 - a) Financial Statements to 29 Feb 04
 - b) General Manager's Report (JK Muir)
 - 1) Fundraising Results
 - 2) Referendum Results
 - 3) SCP 2004 application
 - 4) Antenna Move
 - 5) Personnel Matters
 - a) Renewal of General Manager's Contract
 - b) Programme Director and Production Manager position plans
05. Any Other Business
06. Next BoD meeting 5:30pm on Monday, 19 April 2004
Trent Radio House, Studio C,
07. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on
Monday, 23 February 2004 at StudioC, Trent Radio House,
715 George Street North, Peterborough, Ontario.

P R E S E N T: Joel Buxton, Laura Farina, Kim Fielding, James Kerr,
Reuben Maan, and Al Kirkcaldy.

R E G R E T S: Kristine Williams.

ALSO PRESENT: John Muir, General Manager

Notice of this meeting having been made to all the Directors, and a majority of the being present, the meeting was declared duly constituted and called to order at 5:45 p.m., with James Kerr as acting as Chair and Secretary. An agenda was agreed upon and discussion followed.

01. The minutes of the previous Board meeting were presented.

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board of Directors' meetings, held on 02 February 2004, were approved unanimously.

02. Business arising.

It was reported that the President and the General Manager had met with Sam MacLeod, a Trent Radio programmer and operator, to communicate the Board's concerns regarding his proposal to set up a radio playing Trent Radio's signal at the bus stop on the Symons Campus of Trent University. It is felt that the arrangements may become a nuisance for various reasons to various parties. In any case Mr. MacLeod plans to pursue installation, and was commended for his initiative.

03. Committee Reports: Sponsorship: The cheque has arrived from the Toronto Blues Society, and another sponsor working with us for a sponsorship package until the end of the spring season.

Fundraising: Please see operations report. The PD & PM are to keep in touch with the Fundraising Committee Chair.

04. Operations Report - see attached

The financial statements as prepared by the Bookkeeper were presented for the period ending 31 Jan 04 03.

UPON A MOTION duly made, seconded and carried unanimously, the financial statements were accepted as presented.

Fundraising results: A report prepared by the Programme Director was presented, and the Board commends both the Programme Director and the Production Manager for their efforts in both fundraising and raising the profile of the organisation. As of 15 Feb 04 at total of \$8,938.11 after 66 days of effort. It was noted that this information is featured prominently on the Trent Radio web home page, and represents about \$5,000 more than had been projected for the year. In addition a further donation of \$2,000 relating to AudioSoup at Kingston should be arriving shortly, and the Julian Blackburn Student's Association is making a contribution of \$500 which will be used to fund a one-year sponsorship.

Full-time Student Membership Fees AY2003-04: (see attached)

Referendum Dates and Plans: A proposed poster was presented and approved as amended, and Joel Buxton will create an alternative poster. Laura Farina will organise an information table during the campaign week in concert with Laurel Paluck. Information sheets will be available to hand out.

SCP 2004 application due the end of March 04: Al Kirkcaldy will follow-up in regards to determining how Trent Radio can achieve a better assessment.

UPON A MOTION duly made, seconded and carried unanimously, the financial statements were accepted as presented.

Personnel Matters - Renewal of General Manager's Contract and Programme Director and Production Manager position plans:

It was reported that the General Manger's contract of service ends this year, and it was suggested that his future status should be determined before other employment arrangements are set. As this point the General Manager left the meeting.

It was agreed that the General Manager's contract committee made up of James Kerr, Joel Buxton, Reuben Maan, and Kim Fielding would meet at a later date to review the previous contract and formulate a new one for consideration of the Board at the next Meeting. It was noted that the committee will need hard copies of the previous contract.

At this time John Muir rejoined the Meeting. It was noted that there was some expectation that the GM contract would be for four or five years. The GM reported that the new PD and PM have created a very strong team, and have been able to develop new goals for the organisation while maintaining previous accomplishments. The GM will be wishing to offer both several year commitments, subsequent to reaching an agreement with the Board as to the GM's contract. Proposals for these positions will also be presented to the Board at the next Meeting.

05. Any Other Business

A request for assistance from the Downtown Student Facility Trust was presented. Discussion followed.

UPON A MOTION duly made, seconded and carried unanimously, Trent Radio agrees to act as trustee for Downtown Student Facility Trust, to be incorporated as P.R. Community and Student Association in the matter of a real estate purchase scheduled for 27 Feb 2004, if necessary.

It was noted that Trent Radio will seek independent legal advice to ensure due diligence and proper execution of this arrangement.

06. Set date for next BoD meeting

The next two Meetings are scheduled for;

5:30pm on Monday, 05 April 2004 Trent Radio House, Studio C, &

5:30pm on Monday, 19 April 2004 Trent Radio House, Studio C,

07. Adjournment: There being no further business the Meeting was adjourned at 6:55pm.

Note: Subsequent to adjournment members of the GM Contract Committee agreed to meet at 2:30pm on Tuesday, 02 March 2004 at Trent Radio House, Studio C.

James Kerr, President & Chair

Kristine Williams, Secretary

Trent Radio Balance Sheet As At 04-02-27

ASSETS

CURRENT ASSETS

Raffle & Bingo Acct	0.00	
Boost & Freq Acct	5.93	
General Funds Montreal	(170.55)	
ING Savings	64,702.34	
Cash In Bank		64,537.72
Petty Cash: Programming		0.00
Petty Cash: Admin		(0.00)
Petty Cash: Summer Admin.		0.00
Term Deposits		0.00
Accounts Receivable	2,774.27	
Employee Advances	75.37	
Doubtful Accounts	0.00	
Receivables Net		2,849.64
Student Levy Receivable		0.00
Prepaid Expenses		667.74
TOTAL CURRENT ASSETS		<u>68,055.10</u>

FIXED ASSETS

Land	10,000.00	
Buildings	93,908.34	
Office Equipment	20,552.32	
Technical Equipment	142,816.11	
Technical Renovations	18,546.00	
Fixed Assets at Cost		285,822.77
Accumulated Depreciation		<u>(195,490.73)</u>
TOTAL FIXED ASSETS		90,332.04

OTHER ASSETS

Deferred Charges		0.00
TOTAL OTHER ASSETS		<u>0.00</u>
TOTAL ASSETS		<u><u>158,387.14</u></u>

LIABILITIES

CURRENT LIABILITIES

Accounts Payable		80.00
Contract Obligation		33,000.00
Deferred Income		627.00
Accrued Liabilities		0.00
Trillium StudioC		72,495.40
CPP Payable	(0.00)	
UIC Payable	0.00	
Income Tax Withholdings	0.00	
Receiver General Net		0.00
Health Benefit Payable	855.00	
Other Withholdings Net		855.00
TOTAL CURRENT LIABILITIES		<u>107,057.40</u>

LONG TERM LIABILITY

Deferred Contribution		6,013.00
TOT. LONG TERM LIABILITY		<u>6,013.00</u>
TOTAL LIABILITIES		<u>113,070.40</u>

NON-SHARE EQUITY

Retained Surplus/(Deficit)	4,611.39	
Previous Year-end Adjustments	0.00	
Net Retained Surp/(Def)		4,611.39
Current Surplus/(Deficit)		<u>40,705.35</u>
TOTAL NON-SHARE EQUITY		<u>45,316.74</u>
LIABILITIES AND EQUITY		<u><u>158,387.14</u></u>

Trent Radio Income Statement 03-09-01 to 04-02-27

REVENUE

GOVERNMENT GRANTS

Federal Grants	0.00
Provincial Grants	0.00
Municipal Grants	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>

FUND RAISING

Corporations	1,000.00
Foundations	0.00
Private	4,995.32
Leadership	50.00
Donations "In Kind"	0.00
Net Donations	6,045.32
Trent Student Memberships	82,382.15
Commercial & Non-profit	0.00
Individual Memberships	700.00
Discretionary M'ship Exp	0.00
Net Memberships	83,082.15
Special Events	244.14
Special Events Expense	(44.76)
Net Special Events	199.38
Fundraising	1,941.75
Fundraising Expense	(204.80)
Net Fundraising	1,736.95
TOTAL FUND RAISING	<u>91,063.80</u>

EARNED REVENUE

ON AIR Sponsorship	3,100.00
ON AIR Sponsorship Expense	0.00
Net ON AIR Sponsorship	3,100.00
Net "RADIO PAPER"	0.00
Net Other Sponsorship	989.54
Tape Sales	4.00
Tape Sales Expense	0.00
Net Tape Sales	4.00
Rental Income	3,745.00
Net Misc Sales & Services	(67.60)
TOTAL EARNED REVENUE	<u>7,770.94</u>

MISCELLANEOUS REVENUE

Interest Income	456.43
Micellaneous Revenue	0.00
Amortisatn Dfrd Contribtns	0.00
TOTAL MISC REVENUE	<u>456.43</u>
TOTAL REVENUE	<u>99,291.17</u>

EXPENSE

PERSONNEL

Programming Wage	11,180.00
Technical Wage	10,816.00
Publicity Wage	0.00
Administrative Wage	15,952.82
Benefits	0.00
CPP Expense	1,666.18
EI Expense	1,105.86
Total Wages & Benefits	40,720.86
Programming Fees	200.00
Technical Fees	0.00
Publicity Fees	0.00
Administrative Fees	795.00
Total Fees	995.00
TOTAL PERSONNEL	<u>41,715.86</u>

SUPPLY & EXPENSE

Publicity & Promotions	100.76
Equipment Rental	100.00
Line Rental	1,138.58
Rental Other	12.96
Net Rentals	1,251.54
Postage & Delivery	308.48
Office Supplies	410.20
Telephone	933.29
Utilities	2,795.95
Programming & Licence	665.26
Building R & M	408.01
Building R & M Upper Apt	830.56
Technical R & M	1,784.24
Net Repair & Maintenance	3,022.81
Professional Fees	700.00
Insurance	3,721.05
Travel	1,392.54
Volunteer Expense	133.56
Bank Charges	187.19
Mbanx Loan Interest	0.00
Net Interest	0.00
Depreciation	0.00
GST Paid	830.45
Bad Debts	0.00
Miscellaneous	416.88
TOTAL SUPPLY & EXPENSE	<u>16,869.96</u>
TOTAL EXPENSE	<u>58,585.82</u>
NET INCOME	<u>40,705.35</u>

General Manager's Report for BoD 05 April 2004

- 1) Please see fundraising to date attached
- 2) Although a majority of students voted in favour, the referendum failed due to lack of turn out. This may have been caused by a new TCSA elections policy which is under review.
- 3) An application was submitted emphasising "tourism" one of the HRDC target for this year. The deadline of application for the Summer Programme Coordinator is Mon, 19 Apr 04 at 5pm - the after the summer planning meeting and a half-an-hour before the next BoD Meeting.
- 4) There has been no news in regards to the antenna move.
- 5a) Renewal of General Manager's Contract - see attached
 - b) Laurel Paluck has agreed to continue on as Programme Director commencing this August (see attached).and a job creation grant is being sought for the Production Manager position.

	Total Antenna Project Fundraising >>		\$13,084.39	04-04-05 LUP
				116 days
4220	Corporations	-	1,250.00	
4230	Foundations	-	0.00	
4240	Private	-	7,225.32	
4250	Leadership	-	0.00	
4270	Donations "In Kind"	-	0.00	
4330	Commercial & Non-profit	-	75.00	
4340	Individual Memberships	-	360.00	
4410	Special Events	-	244.14	
4430	Special Events Expense	-	(44.76)	
4450	Fundraising	-	2,839.95	
4460	Fundraising Expense	-	(204.80)	
4610	ON AIR Sponsorship	-	350.00	
4620	ON AIR Sponsorship Expense	-	0.00	
4650	RADIO PAPER" Advertising	-	0.00	
4660	RADIO PAPER" Expense	-	0.00	
4690	Net Other Sponsorship	-	989.54	
4700	Tape Sales	-	0.00	
4720	Tape Sales Expense	-	0.00	

LETTER OF AGREEMENT

between

TRENT RADIO - a corporation without share capital

and

JOHN KENNETH MUIR

WHEREAS, Trent Radio is a non-profit, cultural and educational organisation owned by the students of Trent University, operating a non-commercial broadcast undertaking in the City of Peterborough, and

WHEREAS, it had been determined that there shall be a General Manager appointed to guide and monitor the operations of the Corporation including its broadcast functions, and

WHEREAS, it is the expectation of the Board of Directors that, in the furtherance of the Objects of Incorporation and Trent Radio's Aims as a Broadcast Licensee, the General Manager shall ;

- a) manage the day to day operations of the Corporation,
- b) work to meet the Board's goals and objectives,
- c) inform the Board of the Corporation's activities and monitor and evaluate its performance,
- d) ensure that all staff, appointed personnel, and members using the facilities of the Corporation, are cognisant of the Board's policies, goals and objectives,
- e) immediately alert the Board of any major problem,
- f) act always in the best interests of the Corporation and continue to cultivate a sense of humour, and,

WHEREAS, it is the expectation of the General Manager that the Board of Directors shall;

- a) set realistic goals and objectives,
- b) render decisions and make clear policies which may be feasibly implemented,
- c) provide advice and counsel when problems arise,
- d) be supportive and collegial when difficult decisions must be made,
- e) make it clear that all staff and appointed personnel are accountable to the General Manager,
- f) monitor and evaluate the work of the General Manager, and
- g) understand the formal character and nature of the organisation as creating community through cultural and educational means, and the operation of its broadcast facilities as a forum for a broad and diverse range of opinion and content.

WHEREAS, the incumbent General Manager is the most suitable person for the position given his experience, skill, record of achievement, and twenty-five years of service, and even though he feels he is being dragged kicking and screaming into giving yet another five years of his life to the organisation,

TRENT RADIO hereby appoints **JOHN KENNETH MUIR**, hereinafter referred to as the General Manager, as the General Manager of the Corporation and **JOHN KENNETH MUIR** hereby accepts this appointment, according to the following terms and provisions.

Role and Accountability:

The General Manager shall be charged with the overall responsibility of the day-to-day operation of Trent Radio, and granted the authority to carry it out. This includes day to day operation of the Office and Radio Facility belonging to the Corporation.

The General Manager shall be accountable to the community and the membership of the organisation through the Board of Directors and reports to the Board.

All staff and other delegated personnel ultimately report to the General Manager.

General Responsibility and Authority:

The General Manager shall exercise leadership and provide direction, consultation and strategy development to the Board on principal organisational issues such as, though not limited to; mission, values and ethics; organisational structure and planning; programming and production; finance, funding and fundraising; service to members and the community; public relations and public awareness.

The General Manager shall have the authority and responsibility to handle all matters operational, including, though not limited to, licensing, security, legal, financial, personnel, technical, and programming matters and relations with other organisations and related business.

Specific Duties, not limiting the generality of the foregoing;

1. To formulate, administer and supervise the overall budget and all financial matters;
 - a) To deal with all financial matters and to follow arrangements made for proper books of accounting be kept, under the direction of the Treasurer. Preparation of all payroll, remittances and other disbursements;

Preparation of deposits and depositing of receipts to the account of Trent Radio. To arrange for bookkeeping;
 - b) To be responsible for all applications for funds to all levels of government;
 - c) To formulate, administer, and supervise, on-going and new earned revenue functions;
 - d) To oversee payment of all wages and, where applicable, including though not limited to, statutory deductions and remittance of these to the government;
 - e) To negotiate and oversee proper and timely reporting to all government and regulatory agencies. Preparation of all documents required by government and regulatory agencies, including CRTC, Industry Canada, Revenue Canada T4s, and charitable receipts. Management and retention of the files, records, drawings, archives, library and equipment inventory.
2. To formulate, administer and supervise all procedures and practices in accord with Board policy;
 - a) As such, the General Manager shall help formulate and recommend policies to the Board of Directors for consideration and approval;
 - b) The General Manager shall give support to the Board of Directors and leadership to other officers, staff, and the organisation as a whole.

General duties:

3. To exercise due diligence in matters pertaining to;
 - a) all programming, publicity and other operations as they relate to the operation of Trent Radio's radio facility;
 - b) the hiring, firing, discipline, and supervision of all delegated personnel, subject to Board policy, and according to the needs of the organisation and the law of the land;
 - c) the operation of the facilities, including,
 - i) all technical arrangements - comprising all audio, radio frequency, computer, internet and telecommunications systems and equipment,
 - ii) all physical plant matters - comprising Trent Radio House, transmission facilities lease with Power Broadcasting (CHEX), or their assigns, and generally all fixed assets of the Corporation;
 - iii) all landlord functions relating to the Upper Apartment;

- d) the purchase and/or rental of all equipment;
 - e) the allocation of all resources, both staff and equipment.
4. To arrange all security and insurance matters.
 5. To negotiate and draw up all artistic, production, and performance contracts.
 6. To report directly to the Board and to keep the Board informed in all the above areas, as necessary or requested.
 7. To represent the organisation and from time to time, may act as spokesperson.
 8. To give leadership and support in the area of financial development and fundraising, although project leadership may come from volunteers or other staff.
 9. To render advice and support to other Officers of the Corporation.
 10. From time to time, to render advice and assistance to other individuals or legal entities in the furtherance of the betterment of the community and other goals.

The General Manager shall also act as Vice-president.

Special Projects:

It is understood that during the period of this contract Trent Radio's licence to broadcast is due for renewal. The General Manager shall follow through on negotiations with the CRTC commenced prior to the term of this agreement to ensure Trent Radio's continuance as a broadcast licensee.

The General Manager shall work towards ensuring that Trent Radio shall remain a student organisation, sponsored by the students of Trent University and shared with the community as a whole.

During the period of this contract, Trent Radio shall seek new revenues for the funding of its paid staff, and that to this end, the General Manager shall follow through on plans to hire and fund a development position, upon approval of said plans by the Board.

Capital projects:

It is understood that the General Manager shall seek to make capital additions and improvements to the physical and technical fabric of the facilities owned by Trent Radio for consideration by the Board, while ensuring that existing amenities are well maintained.

Conflict of Interest:

The General Manager shall be accorded the prerogative to accept gainful employment from, or provide service, to persons or legal entities not connected to Trent Radio.

The General Manager shall be accorded the prerogative to communicate an opinion, as a private individual, through the media, or any other means, so long as it is made clear that in this act the General Manager does not speak for Trent Radio.

Notwithstanding, and within the spirit and intent of this agreement, the General Manager must avoid any conflict of interest with respect to his fiduciary responsibility, and shall to report to the President or the Board of Directors any possible conflicts that may develop before completion of this agreement.

Further, the General Manager shall preserve and enhance public trust in the organisation by putting the interests of the organisation ahead of all other business and personal interests.

Provision to delegate:

The General Manager may hire or contract a Programme Director, who shall report to the General Manager and to whom the General Manager may delegate in sum or in part, the overall responsibility for programming on Trent Radio's broadcast facility, including all scheduling, the format of programmes, continuity, hours of operation, publicity and promotions, programme quality maintenance, enforcement of CRTC programming regulations, planning and control of special

broadcasts and related activities. Pursuant to Trent Radio's licence granted by the CRTC, programming functions shall be rendered in accord with the organisation's aims as a broadcaster, in support of, and in partnership with programmers, independent of external or commercial influence, and in consideration of Trent Radio's tradition of tolerance, permitting any lawful expression. The Programme Director's duties may also include the preparation of an annual or seasonal programming plan, in conjunction with the General Manager, for the consideration of the Board. The General Manager shall endeavour to find revenues to provide year-round funding for this position.

The General Manager may hire or contract a Production Manager who shall report to the General Manager and to whom the General Manager may delegate in sum or in part, the overall responsibility for all matters production and technical at Trent Radio, including, but not limited to, technical training, certification of technicians and operators, and special technical arrangements and shall be responsible for ensuring the proper care, security, maintenance and supervision of hardware at all times. The Production Manager's duties may also encompass all audio, radio-frequency, computer and plant systems related to operations. and developing and implementing earned revenue and "pay for use" initiatives.

The General Manager may also, from time to time, hire or appoint a Sponsorship Director, Operators, or other personnel, according to such terms as their engagement calls for, or the General Manager requires of them, according to the needs and capacity of the organisation.

Remuneration:

The General Manager shall be paid the sum of [REDACTED] per annum with an annual increase, effective the first day of September in each year (effective 01 Sep 2004), subject to negotiation and not less than the "consumer price index" (CPI) promulgated by Statistics Canada. It is the general intention that these negotiations shall be held between the months of June and August every year.

Trent Radio shall provide the General Manager all benefits required by the Canada Labour Code for regular employees, and shall reasonably provide other benefits, such as paid leave in lieu of overtime, unpaid leave by mutual agreement.

For the purposes of this agreement Trent Radio shall provide the General Manager;
a) an annual paid leave of four weeks in addition to leave in lieu of overtime.

b) the additional sum of [REDACTED] per annum in lieu of an employee health plan, with an annual increase not less than the CPI.

c) the additional sum of [REDACTED] per annum as reimbursement for employee owned auto costs, with an annual increase not less than the CPI, and \$0.30 per kilometre for approved out of town trips.

The Board shall reasonably reimburse the General Manager for out of pocket expenses in the acquittal of his duties or disbursed on behalf of the Corporation.

The General Manager shall be provided a private office where he can smoke if he so chooses.

This contract of permanent employment shall be for a period of five years and shall be considered to commence on 01 January 2005 and expire on 31 December 2009,

This contract shall be automatically renewed for subsequent one year periods on the same terms and conditions unless, by 30 June in the calendar year prior to the expiry of the initial, or any subsequent, period, one party notifies the other that it wishes to review the terms of this Agreement.

Upon the giving of such notice any renewal of this contract shall be on such terms and conditions as the parties may agree upon, subject to the law of the land.

Upon completion of this contract, Trent Radio shall pay a sum of not less than the equivalent of thirty regular weeks pay as severance benefit. Both parties agree that this severance benefit item shall replace and thus nullify any previous agreement in regard to severance benefit.

The General Manager may elect to give six months notice to terminate this contract. Should this occur, severance pay shall be calculated as the equivalent of twenty weeks regular pay, plus two weeks regular pay for every year or part thereof completed in this contract.

Contract Obligation and Health Benefit Payable:

Trent Radio shall pay the General Manager the sum of \$ [redacted] according to the terms of the loan agreement attached hereto, which represents the sum of the Contract Obligation (\$ [redacted]) and Health Benefit Payable (\$ [redacted]).

Other Considerations:

In the event that Trent Radio finds itself in a short fall of funds, Trent Radio shall seek to mitigate any pecuniary or other loss to the General Manager. Though not limiting the generality of the foregoing, this may take the form of deferring payments to some future date. Concomitantly, the General Manager shall work with the Board to moderate any disruption in the affairs of the Corporation, including the operation of its radio facilities, should such a short fall arise.

Applicability

Notwithstanding, all provisions of this agreement, including moneys promised, shall remain in full force and effect for the duration of this agreement and until all its terms are honoured,

**Agreed to, with mutual respect and good will at Peterborough, Ontario
on this ____ day of _____ in the year 2004.**

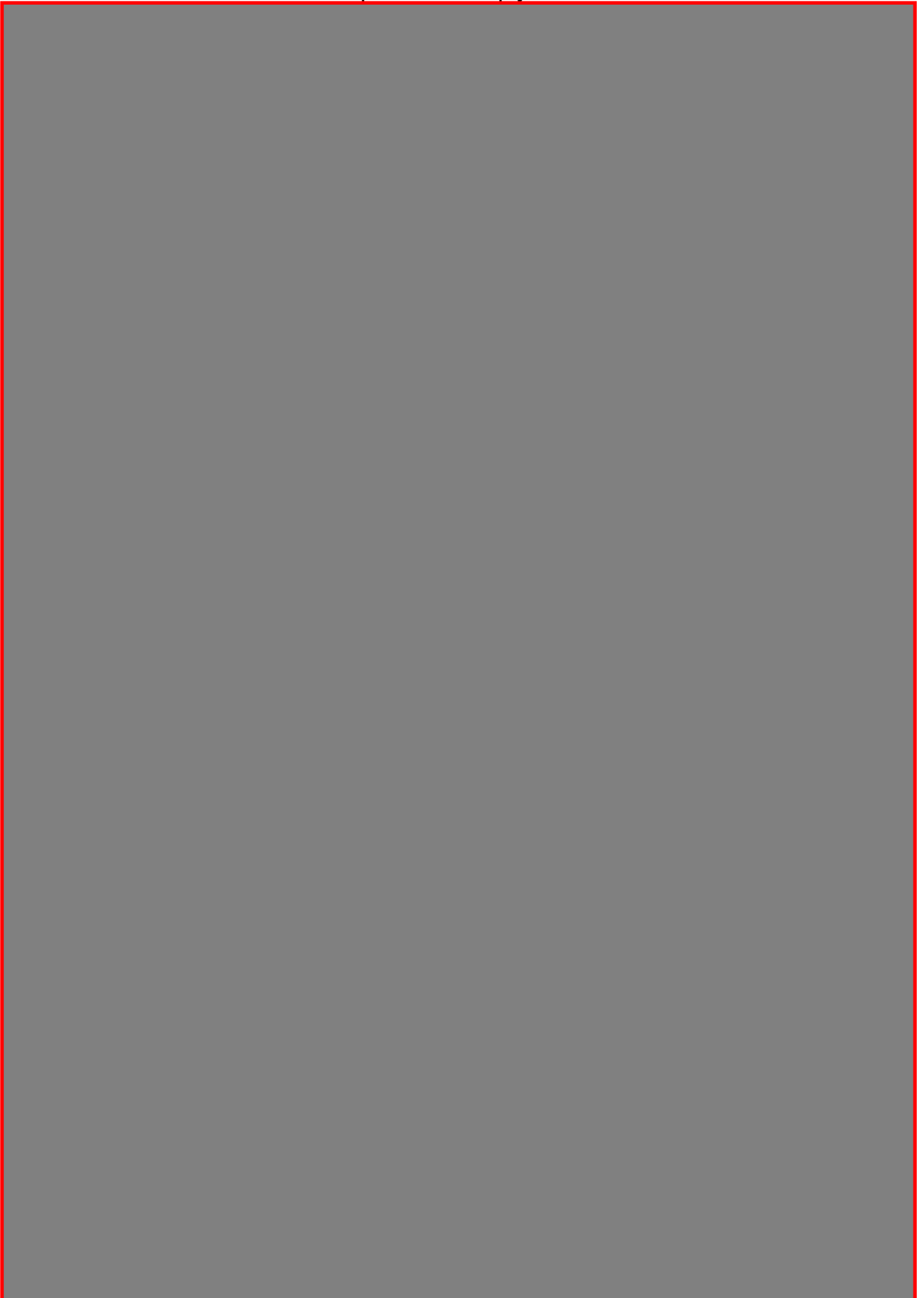
for Trent Radio:

James Kerr, President

Kristine Williams, Secretary

John Kenneth Muir

AMORTISATION & PAYMENT SCHEDULE per Trent Radio repayment of loan to John Muir



Letter of Agreement between Trent Radio and Laurel Paluck, Programme Director

TRENT RADIO PROGRAMME DIRECTOR

About Trent Radio

Established and operated by the students of Trent University, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer oriented programming and broad community participation for the production of creative local radio. Trent Radio's programmers are by definition amateurs - that is, we do radio for the love of it. This is an organisation where people are learning and creating together.

Trent Radio is one of Canada's foremost community broadcast and production organisations, with an established reputation for innovation, and accomplishing the maximum with the minimum of fuss. Now in its thirty-fifth year, its broadcast and production operations comprise about 175 programmers and other volunteers (with a turnover of about 50% annually) with a regular schedule of 105 hours per week. The Programme Director is charged with achieving the aims of the organisation in all matters programming. The job is intentionally broad and encompasses responsibility for: programmer recruitment, training and development, ensuring that Trent Radio meets its commitments to the CRTC and the community, programming services, and performance records management. With respect to all of these the Programme Director reports to the General Manager and is accountable for quality assurance, organisationally sound operations and innovation in an organisation with relatively small annual revenues.

The Programme Director has gained the experience and developed the skills to win respect within the community and to fulfil the responsibilities of the position at a very high standard.

The Programme Director's qualifications, experience and personal attributes are seen to be desirable

- proven teaching skills, with a track record of experience gained in one-to-one coaching, one-to-many training, and the strength of character to deliver creative leadership with all the consulting, listening, planning, persuading, explaining and implementing skills required;
- a genuine interest in people, of all ages, from all walks of life, with a diverse aptitudes and skills, and a willingness to become personally and visibly involved in all aspects of community life;
- strong communication skills (listening, speaking, writing) and the ability to identify and to successfully cooperate with a varied and comprehensive gathering of interested groups and individuals from the Trent and the Peterborough and area communities and beyond.
- the ability to deliver while working under financial constraints; with a special appreciation of the value of Trent Radio's emphasis on programmers, programmer development and the challenges this creates;
- a proven record of successful leadership in planning and implementation;
- a thorough understanding of volunteer management practices;
- an appreciation of the use and impact of new technologies as teaching tools, and an ability to integrate these changes with Trent Radio's role in the community;
- the courage to make difficult decisions, with the ability to explain them to those affected, and to implement them fairly, empathetically and promptly;
- energy, endurance, fortitude and a willingness to accommodate the personal demands of the position.

General Duties, Responsibilities and Authority;

Reporting to the General Manager, the Programme Director is charged with overall responsibility and is delegated operational authority for all matters programming for Trent Radio, including all scheduling, the format of programmes, continuity, hours of operation, publicity and promotions, programme quality maintenance, enforcement of Trent Radio, and CRTC programming regulations, planning and control of special broadcasts and related activities.

The Programme Director's duties also include the preparation of an annual or seasonal programming plan, in conjunction with the General Manager, for the consideration of the Board. Following the execution of the plan, the Programme Director shall prepare a comprehensive written report, which will include a full accounting of the organisations programming performance with reference to Trent Radio's licence as a broadcaster, and comprise statements, commentary and interpretations regarding the programming process, training, the quality and quantity of current content, trends, operational challenges, our relationship to our communities, programming highlights and recognition of individual contribution.

The Programme Director shall chair an advisory Programming Committee whose objects are to aid in programming operations, programme policy execution and direction, and programming publicity. This committee shall meet regularly and shall generate minutes.

The crucial element in this position is in giving each programmer using the facilities training and regular guidance, while working with programmers as a whole as to the overall direction at Trent Radio

Programme Director specific responsibilities:

- orient and train potential programmers.
- provide support and assessment to present programmers.
- maintain programme proposal and programmer information files.
- develop more efficient ways of organising the programming.
- develop and maintain schedule.
- talk to programmers about programming, scheduling, promotion, Trent Radio, space use etc, etc.
- arrange meetings for the evaluation of programmes.
- recruit, co-ordinate and train operators.
- arrange meetings for operators.
- prepare logs, song sheets, studio booking sheets.
- attend meetings of the programming committee to discuss programming related concerns, evaluate programming policy.
- deal with programming complaints.
- sort out problems with programmers.
- co-ordinate the publication and distribution of the Programme Guide.
- compile and send out playlists.
- maintain and update record, tape and written archives; creating computer files to catalogue material, input data to generate print-outs, reorganise resources to increase accessibility.
- maintain the P.S.A. book, the memo book and the on-air book.

The Programme Director shall take direction from and be accountable to the General Manager for all their activities which affect Trent Radio.

Additionally, the Programme Director shall consult with the General Manager on all issues of programming which may affect budget, equipment, security, licensing and such like matters.

The Programme Director may appoint a volunteer Music Director, a Spoken Word Director or other personnel which from time to time may be needed, upon agreement of the General Manager to aid the execution of their tasks.

Contracted Compensation, Period of Employment:

The Programme Director shall be paid the sum of [redacted] per week while taking on the full responsibilities of the position. These amounts shall include the employer's contribution in lieu of a health plan of \$ [redacted]. Holiday pay shall be taken as paid time off.

The period of employment is Mon 23 Aug 04 - Fri 27 May 05

Gross Pay is [redacted]

The Programme Director shall have a scheduled two week paid leave commencing from Wednesday 22 Dec 04, in addition to being entitled to a further five days paid leave, and paid leave in lieu of overtime.

Authority to Hire

The General Manager may hire or contract a Programme Director, who shall report to the General Manager and to whom the General Manager may delegate in sum or in part, the overall responsibility for programming on Trent Radio's broadcast facility, including all scheduling, the format of programmes, continuity, hours of operation, publicity and promotions, programme quality maintenance, enforcement of CRTC programming regulations, planning and control of special broadcasts and related activities. Pursuant to Trent Radio's licence granted by the CRTC, programming functions shall be rendered in accord with the organisation's aims as a broadcaster, in support of, and in partnership with programmers, independent of external or commercial influence, and in consideration of Trent Radio's tradition of tolerance, permitting any lawful expression.

John K Muir, VP & GM & date
for Trent Radio

Laurel Paluck & date