



**Muslim  
Community  
Radio**

# Corporate Governance *Management*

**Policy title:** 2MFM Corporate Governance - Management  
Policy under Code 1.2 of the CBAA Code of Practice

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**Summary:** This document outlines the practices put in place to ensure the appropriate management of the organisation. The document underlies the management structure followed through by 2MFM members.

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## Purpose

This policy sets out *2mfm's* best practice in managing corporate governance to ensure observance of the community broadcasting sector's guiding principles subject to the CBAA Codes 1.2. The Management Policy is intended to clarify some content of the *Muslim Community Radio's* constitution by making explicit the underlying principles of the *Association's* management structure undertaken in *2mfm's* governance practice approved by the *Association*. The guidelines included in this policy are pursuant of the Incorporated Association Act 1984 (NSW) and related legislation.

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## Guiding Principles

Putting in place mechanisms to ensure sound corporate governance in management practices are maintained within the *2mfm* framework is essential to *2mfm's* role as the media representative body for the Australian Muslim community in Sydney. Sound corporate governance practices give the Muslim community confidence that their community broadcasting service is managed appropriately. It also enables the Muslim community to have adequate input into the decision-making that affects their service.

### POLICY on Management

1. Subject to Code 1.2, the *Association* will prevent the concentration of control in the hands of a few individuals by maintaining appropriate measures including:
  - 1.1 Establishing a range of committees to execute tasks and operate key *2mfm* portfolios
  - 1.2 Allowing each member at general meetings to exercise no more than 5 proxy votes
  - 1.3 Limiting office bearers on the Board to a 3 year renewable term.
  - 1.4 Accepting annually, the resignation of the longest serving executive on the Board.
  - 1.5 Annual General Meetings shall be conducted subject to the *Muslim Community Radio Inc* rules and all resolutions, votes, polling and elections therein will be subject to the same rules

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## Committees Structure

2. *2mfm* shall maintain a simple and clear management structure.

- 2.1 **2mfm** is lead by an independent Board of 10 members who ensure legal requirements and sector and community standards are met in the day-to-day operations of the **2mfm** service
- 2.2 **2mfm** also has 8 Task Committees administering key portfolios.
- 2.3 Each Task Committee board shall consist of 2 volunteers and one staff member. One of the 2 volunteers shall be a **2mfm** Board executive appointed to head committee governance.
- 2.4 The staff member shall head the day-to-day functions of each committee and is accountable to the executive heading governance.
- 2.5 The staff members who head the various Task Committees shall form the Management Committee. The Management Committee shall meet monthly and report quarterly to the Board.
- 2.6 It is considered best practice for committees to establish temporary sub-committees as the need arises.
- 2.7 Temporary sub-committees may dissolve when need lapses.

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### Procedure- Meetings

3. Board Meetings
  - 3.1 The Board shall conduct an Annual General Meeting (AGM) with at least 10 per cent of its financial members.
  - 3.2 The AGM shall take place no later than 6 months from the end of the **Association's** financial year for reporting being December 31.
  - 3.3 The Board shall meet monthly

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### Records Kept by Secretary

4. At **2mfm**, it is considered best practice to keep various registries and for those registries to be kept by the Secretary at the main premises of the **Association** in NSW. They are listed in the following clauses.
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5. The secretary shall keep minutes of all Board meetings, including AGMs recorded and approved by the Board at the following meeting.
    - 5.1 If the minutes are not in English, a copy translated in English shall accompany the original.
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6. The secretary shall keep the register of Board members which shall be updated one month after any change to the registry has occurred. The register shall include:
    - 6.1.1 The Board member's name, date of birth, gender, address, contact
    - 6.1.2 The date on which the member became a Board member
    - 6.1.3 The date on which the person ceased to be a Board member
    - 6.1.4 The date on which the person was re-elected to Board member
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7. The secretary shall keep the registry of financial members. The registry shall include:
    - 7.1 The member's name, date of birth, gender, address, contact
    - 7.2 The membership status (fees owing)

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### Document Accessibility

8. At **2mfm**, it is considered best practice that members and staff have easy access to copies of approved documents relating to the running of **2mfm** including:
  - 8.1 Approved AGM minutes
  - 8.2 Approved minutes of committee meetings
  - 8.3 The **Muslim Community Radio Inc** Constitution
  - 8.4 The **Muslim Community Radio Inc** Objects
  - 8.5 The CBA Community Radio Broadcasting Codes of Practice
  - 8.6 The **2mfm** management structure
  - 8.7 The **Muslim Community Radio** key policies and procedure guidelines
  - 8.8 The **2mfm** broadcasting services license and apparatus licence specifications
  - 8.9 **2mfm** on-air program schedule
  - 8.10 The **Association's** Annual Financial Reports

8.11 Registry of Board Members

8.12 Registry of *Association* members

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### Procedure – Document Access

9. This procedure outlines the responsibility of the Secretary and/or station manager responding to the request made from a financial member, a volunteer or a staff member of the *Association* to access documents relevant to the running of the station. It also outlines the conditions upon which *2mfm* makes these documents available to its constituents. Members, volunteers and staff are expected to observe these conditions to maintain access.
- 9.1 Members, volunteers and staff may request to access relevant documents by approaching the *2mfm* station manager or Secretary, during office hours from 9am to 5pm Monday to Friday.
- 9.2 The request can be made verbally.
- 9.3 The documents requested for inspection shall be provided on the condition that the documents do not leave the *2mfm* premises and no copies are made.
- 9.4 The member, volunteer or staff, shall be allowed up to 30 minutes to inspect documents providing that person is only viewing the documents
- 9.5 *2mfm* reserves the right to refuse any duplication of documents by the use of photocopiers, hand writing, mobile phone cameras, digital cameras, recorders or any other technical or duplicating device.
- 9.6 Key documents will be available as part of the *2mfm* Hand Book accessible on the *2mfm* public library shelf in the office.
- 9.7 *2mfm* management reserves the right to deny any person access to the documents if a breach to one or more of the conditions of access has been observed.
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## Logging

10. As stipulated by the BSA 1992, **2mfm** shall log content of “social, economic or political interest to the community”, for a period of 6 weeks (42 days). This content includes matter relating to :
  - 10.1 Political subject
  - 10.2 Current affairs
  - 10.3 News
  - 10.4 An address
  - 10.5 A statement
  - 10.6 A commentary
  - 10.7 A discussion

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11. Material required for logging shall be made available to ACMA upon request.

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12. **2mfm** ordinarily reserves the right to refuse any party, other than ACMA, access to the log or a copy of it.

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