

Committee Title	Student Voice					
Date of Meeting	12/02/2018					
Item Number and Title/Subject	Radio Caley Deputy Manager					
Paper Presenter	Callum D E Smith					
Brief Summary of Issues/Topic	With most other constituted groups observing a deputy role of some sort, the Radio Caley committee see it as fit to introduce our own.					
Recommendation(s)	Information	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>
Who have you consulted when developing the paper?	Radio Caley Committee					
Staff/Student Protocol	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
	Will any decision approved directly affect the work of staff?					
Should the paper be submitted to any other committee following its consideration/approval at this meeting?	No Trustee Board					
If yes, please state the committee and proposed date of submission.						

Is responsible for:

- Ensuring that the station is well run, financially secure and continuously improves.
- Ensure that all committee members are performing their roles.
- Exercises content and editorial control of the student radio station.
- Recruiting, coordinating and developing student volunteers, including ensuring all volunteers receive appropriate training.
- Ensuring that the committee and all contributors are broadcasting content that complies with Students' Association and Volunteer Agreement.
- Ensuring that the radio station is promoted well.
- Attending such conferences, meetings and training events as necessary.

The Station Manager by virtue of their election is automatically a member of Student Voice. The Manager is also a member of the Media Development Group (12.).

Deputy Manager

deputy.manager@radiocaley.com

Is responsible for:

- Assisting the manager in ensuring that the station is well run, financially secure and continuously improves.
- Assisting the manager in ensure that all committee members are performing their roles.
- Assisting the manager in exercising content and editorial control of the student radio station.
- Assisting the manager in ensuring s/he recruits, coordinates and develops student volunteers, including ensuring all volunteers receive appropriate training.
- Assists the manager in ensuring that the committee and all contributors are broadcasting content that complies with Students' Association and Volunteer Agreement.
- Assists the manager in ensuring that the radio station is promoted well.
- Attending such conferences, meetings and training events as necessary.

Head of Music

music@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the Music Team.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Receiving, cataloguing and managing the music Radio Caley receives by mail and e-mail.
- Being the main contact for music industry professionals and unsigned bands.
- Managing our audio (music) database:-