

## Position Description: Sector Investment Advisory Committee Chair

<b>Supervision</b>	CBF President, Ian Hamm
<b>Support</b>	Rachel Rees, Executive Officer and Sheah Sutton, Grants Support Team Georgie Boucher, Grants Support Team – Volunteer Manager
<b>Location</b>	CBF Office/virtual meetings
<b>Time commitment</b>	Approximately four full-day meetings (where possible face to face) Zoom meetings to report to Board & Chairs meetings (4 times per year each) Reading time and travel time as required. Optional attendance at sector conferences and events.
<b>Term</b>	Three years (unless a casual vacancy)

## About us

The Community Broadcasting Foundation (CBF) is a proud champion of community media – Australia's largest independent media sector.

Our funding helps connect people living in major cities, regional towns and remote communities across the country. It ensures the millions of people who tune in to their local community-owned and operated radio stations every week are hearing local information, news, stories and voices.

Our grants support a strong and thriving sector where community broadcasters are embedded in and a reflection of the diverse communities they represent and serve. This includes First Nations, ethnic and print disabled Australians, as well as those in our communities who are under- represented in other media.

Each year, we distribute more than \$19 million in funding to help community media organisations across Australia communicate, connect and share knowledge with their communities through radio, television and digital media.

### Our grant programs

We distribute three types of grants: [Content](#) (including [Specialist Programming](#)), [Development & Operations](#), and [Sector Investment](#).

The projects we fund range in size and scope, from nation-wide projects that enhance the impact of community media to local-level grants for equipment, capacity-building and governance.

Many of our grants also support the production of content that fosters discussion about local and national issues, provides information in community languages, amplifies local stories and voices, and highlights groups, services, musicians and artists in the community. These programs, series and segments are shared with audiences on-air or on-demand in communities across Australia.

### Consultation & independence

We believe in the need to be independent and transparent in supporting a resilient sector for the long-term. Our independence is essential for fair and equitable grants processes.

Our grants review process is based on a peer-review model. Experienced community broadcasters and industry experts are central to how we operate. Together, our volunteers review almost 500 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of community media.

For more information on the work of the CBF visit [www.cbf.org.au](http://www.cbf.org.au).

## Sector Investment Advisory Committee

As a member of the [Sector Investment Advisory Committee \(SIAC\)](#) you will review and provide feedback on policy and the distribution of funds for major projects enhancing community media. This committee uses the CBF's [Strategic Plan](#) to inform the framing of its advice and activities and refers to [Roadmap 2033](#) as a guide to broader sector priorities.

SIAC recognises the important role the CBF plays in supporting the development, creativity and long-term resilience of a thriving community broadcasting sector in Australia - particularly through building the capacity and viability of community broadcasters in a constantly evolving media landscape.

Members of SIAC are independent, expert advisors with the following responsibilities:

- provides independent, informed advice on funding policy and practice to the Board
- employs appropriate consultation to inform funding policy directions
- reviews the effectiveness of funding policy against funding objectives through monitoring of the Sector Investment Evaluation Framework
- recommends funding priorities, guidelines, application and assessment processes to best meet funding objectives for sector investment opportunities
- assesses Sector Investment grant applications and makes recommendations on allocations to the Board
- monitors the progress and outcomes of Sector Investment grants
- plans, implements and reviews funding for new sector development activities as identified through sector consultation
- remains abreast of current and emerging issues, policy and practice relating to better practice in grant-making, sector development and any relevant broader industry developments
- abides by the CBF [Code of Conduct](#) and the [Conflict of Interest Policy](#).

## Overview of Chair Position

The SIAC Chair is a critical leadership role in the CBF. In addition to the functional role of chairing meetings and working with their fellow committee members, they will need to work closely with CBF staff to execute the forward agenda, and have strategic conversations with sector organisation representatives. The role requires strategic decision-making, adept negotiation skills, and the ability to navigate complex political landscapes while maintaining fairness and transparency.

## Responsibilities

In addition to the overall responsibilities the SIAC has, the chair's responsibilities include:

### Leadership and Direction:

- Provide leadership to the SIAC, ensuring alignment with Roadmap 2033, the CBF Strategic Plan and SIAC's overall responsibilities and guidelines.
- Provide mentorship to committee members as required, to ensure that all committee members are operating as effectively as possible, regardless of their level of expertise.
- Address conflicts and disagreements within the committee, facilitating constructive dialogue and consensus-building.
- Work with CBF staff to set the agenda for meetings and facilitate discussions.
- Liaise with CBF staff regarding negotiation of grantee outcomes maps and contract deliverables.

- Make final funding recommendations to the Board based on the committee's deliberations.
- Cultivate a culture of innovation within SIAC, actively seeking out best practices and creative approaches to enhance the effectiveness of the committee.

### **Stakeholder management**

- Build and maintain productive relationships with funded sector organisations through an approachable, open and collaborative attitude.
- In cooperation with CBF staff, work with funded organisations to resolve issues, clarify expectations, and ensure compliance with funding agreements.
- Maintain objectivity when working with funded organisations, and uphold the highest of standards when dealing with conflicts of interest.

### **Governance and risk**

- Uphold ethical standards and integrity in all aspects of decision-making and interaction with stakeholders.
- Identify potential risks and challenges associated with funding recommendations and develop mitigation strategies.
- Ensure personal and committee compliance with all CBF policies, particularly those governing grant funding and financial management.
- Maintain confidentiality and handle sensitive information with discretion.

### **Personal Attributes**

- Demonstrated experience in leadership and decision-making roles, preferably in community broadcasting.
- Strong understanding of financial management principles and budgetary processes.
- Excellent communication and interpersonal skills, with the ability to respectfully engage with diverse stakeholders.
- Able to strategically hold discussions and negotiate with stakeholders to address and resolve conflicts or tensions with sensitivity and discretion.
- Broad knowledge of the community broadcasting sector and related sectors, including general not-for-profit organisations, social enterprises, and community development.
- Commitment to equity, diversity, and inclusion principles in grant-making practices.

### **Outcomes and reporting**

The SIAC Chairperson works closely with the Grants Support Team (GST) to prepare and approve SIAC Reports (including grant and funding policy recommendations) to the Board.

The SIAC tracks the progress of the Sector Investment grants program via the Sector Investment Evaluation Framework which allows for monitoring the success of the program aims, identifying gaps and opportunities to address, and undertaking ongoing monitoring, evaluation and review of Sector Investment funding policy.

## Training and support plan

You will be provided with induction and training prior to your first meeting. You will receive an Induction kit containing the CBF Annual Report, the CBF Strategic Plan, a Grants Calendar, the SIAC Terms of Reference, minutes from the SIAC's most recent meeting, a series of sector project briefings, Contact List and various relevant policies, procedures and grant-making best practice resources.

You will also receive a link to the [Volunteer Resources](#) section of the CBF website including information within the following sections: About us, About community media, Induction materials, Committee materials, Research & reports, About grantmaking & assessment, Policies & forms, Training opportunities

As a CBF committee member you will also be registered for online Indigenous and CALD cultural competency training (unless exempted due to your cultural background, prior experience or learning).

Your main source of support during your term as SIAC Chairperson will be the Executive Officer, the GST Volunteer Manager, the GST member responsible for supporting the committee. These team members will be available to identify any professional development opportunities, address any concerns and to provide an opportunity for feedback between yourself and the organisation.

## Benefits

The benefits of being a CBF Sector Investment Advisory Committee member include:

- gaining broad insight into current and emerging community broadcasting issues, policy and practice
- greater understanding of CBF decision-making, internal structures and processes
- contributing to building strong and resilient community media by working with sector organisations to ensure their outcomes have broad and positive impacts
- improved skills in grant-design, funding policy and strategic thinking
- working as part of a passionate, diverse group of volunteers from the community broadcasting sector to make collective decisions
- the opportunity to 'give back' to the community broadcasting sector by ensuring grant funds are distributed in an equitable, impactful way.

## Recruitment

SIAC members are recruited according to our Diversity, Access and Equity Policy. We are committed to recruiting members who reflect the diversity of the community and have the optimum combination of experience, skills and attributes.

We particularly encourage volunteers from the following backgrounds:

- Aboriginal and Torres Strait Islander peoples
- women
- people with a disability
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual (LGBTIQA+) people
- culturally and linguistically diverse
- young people
- people living in non-metropolitan areas.

