

# **If I Had a Hammer: A Guide to Building a Community Radio Station**

## **Governance and Operations**

### **Lessons from NFCB**

Create a culture of change and communicate with each other

Have everyone (staff, board, volunteers) clear on the mission of the station

Have written policies in place before you go on the air

- Personnel
- Financial
- Programming
- Grievance Procedure

Clearly define roles, have written job descriptions for everyone (staff, board, volunteers), and establish written procedures

- Staff structure – how it will evolve
- Bookkeeping system – who will keep it up and who will review
- Board committees
- Review procedures for staff, board and on-air people

Ask for Help: Use outside resources (models, advice, group buys etc.)

- Join the NFCB
- Join any state broadcaster associations there are in your state
- Join any Regional networks there are in your state
- Communicate with other stations

Protect Your Assets: Get Insurance and Know the Rules

- Property insurance
- Broadcast insurance
- Directors & Officers insurance
- NFCB Legal Handbook

# Programmer Contract

I, \_\_\_\_\_ (*please print name*),  
have read and do understand the WEVL Programmer's Handbook, and I agree to adhere to the  
rules policies and guidelines it contains.

I will comply with WEVL's policy that any person at this station who has any role in the  
selection of broadcast matter will not a) accept money, services, goods, or other consideration  
from individuals, organizations, associations, businesses or other entities to broadcast a program  
or program material, or b) promote any activity or matter in which he or she has a direct or  
indirect financial interest.

**I acknowledge that it is my responsibility to be aware of policy and rule changes as posted  
by the Staff and Board of Directors.**

\_\_\_\_\_  
SIGNATURE DATE SIGNED

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
STREET ADDRESS CITY/STATE/ZIP

\_\_\_\_\_  
PHONE # (HOME) PHONE # (WORK) PHONE # (CELL)

E-MAIL ADDRESS(ES)\_\_\_\_\_

\_\_\_\_\_  
EMERGENCY CONTACT NAME(S)

\_\_\_\_\_  
EMERGENCY PHONE NUMBER(S)

DO YOU HAVE ANY HEALTH PROBLEMS THE STAFF SHOULD KNOW ABOUT? IF SO, PLEASE  
EXPLAIN. (THIS INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL.)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# VOLUNTEERS AND INDEPENDENT PRODUCERS

## Girdwood Community Club

Non-profit, educational, community services

754-2489 Box 29 Girdwood, Alaska 99587

www.glacierncity.org radio@glacierncity.org

ed. 10-5-00

### One person per agreement

Show Title \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

email \_\_\_\_\_ www. \_\_\_\_\_

Phone: Business \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

As a volunteer, air personality, DJ, independent producer or program facilitator, I agree to the following:

To be aware of, follow and adhere to any and all rules, regulations and laws pertaining to my position and function, including but not limited to: FM broadcast stations in general, this station in particular and my direct or indirect association with or production made for or aired on KEUL, or with the Girdwood Community Club.

In return for training, I will give at least two hours of my time a week on the air (DJ's) and two hours a month off the air for four months to the station, and the same hours for subsequent association.

I understand that I am responsible for the studio(s) when I'm on the air or producing, including co-hosts, guests and visitors; that I am responsible for my productions whether live or pre-recorded and I accept full responsibility and liability for any misconduct by myself or others over whom I have control arising directly or indirectly from my association with or production made for or aired on KEUL or for the Girdwood Community Club. I will accept guidance and disciplinary action from management or directors as stated in the DJ handbook for not adhering to the rules and concepts presented therein, including total and permanent disbandment from the air, the premises, or association with KEUL or the Girdwood Community Club.

KEUL has the right to air, re-air and distribute any of my original works that I produce, record or air, in or from their studios. The Girdwood Community Club retains the rights to works produced in their facilities.

I, the undersigned, as the person or authorized representative of the above named, agree to hold harmless the Girdwood Community Club, its board of directors, KEUL, its employees, volunteers, representatives or assignees from:

1) Any damages resulting from a breach of this agreement, any broadcast, omissions, errors, misrepresentations, or other situations presented by myself or my company, or others under my control,

2) Any personal injury, personal liability sustained by or to my physical, mental, or emotional being arising directly or indirectly from my association with or production made for or aired on KEUL or for the Girdwood Community Club.

PRINTED NAME \_\_\_\_\_ SIGNED \_\_\_\_\_

DATE \_\_\_\_\_ TITLE \_\_\_\_\_

# Sample Organizational Chart

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