

## **CJSW Station Manager Job Description**

(January 23, 2012)

The CJSW Station manager is a full-time employee of CJSW Radio – The University of Calgary Student Radio Society. The Station Manager shall provide overall direction on the day-to-day operations and the administrative and business affairs of the Station in accordance with the Bylaws and the direction of the Board of Directors.

### **General Responsibilities:**

- Provide accountable and transparent leadership to CJSW stakeholders.
- Responsible for upholding and maintaining all pertinent documents of the Society including: employee contracts and job descriptions, Board minutes, the Society's Bylaws, Objectives of the Society, the Society's seal, CJSW's Broadcast License, HR Policies and Procedures, Volunteer Manual and other CJSW documents.
- Oversee any major projects initiated by the Society.
- Act as the primary liaison between the Society and the University of Calgary, the Students' Union, the NCRA, the Federal and Provincial governments, the CRTC and Industry Canada, the Calgary community, arts and community partners, etc.
- Accountable to the CJSW membership and volunteers to ensure that they are aware of the day-to-day activities and of the general "state-of-affairs" of the Society.
- Ensure that CJSW's progressive and diverse environment is maintained in accordance with CRTC regulations and CJSW's philosophy.
- Represent CJSW to the media and all other external organizations, or to appoint another staff person or volunteer to do so.

### **Financial Matters:**

- Plan and administer an annual budget with the levy, funding drive, casino, club, Paypal, Visa card and other accounts held by the Society.
- Monitor and report expenses and keep them within the limits of the annual budget.
- Develop and sustain station revenue resources that are received from the UofC student levy, the annual funding drive, government grants (CADA, CSJ, STEP, Community Spirit, CIP, CFEP, etc.), charitable foundations, advertising, alumni donations, in-kind donations, casino proceeds, campus and community events and other fund-raising initiatives or contra arrangements.
- Administration of all financial paperwork including payroll, time sheets, pay stubs, health and dental coverage, RSP contributions, invoices, insurance, petty cash, etc.
- Administration of all government related paperwork such as Society annual returns, Society Charitable Status licencing forms, summer student grant applications and filings, casino licenses and reports, CRA quarterly filings, coordination of casino volunteers, etc.
- Ensuring that charitable gaming revenue is used only for allowable expenses as approved in advance by AGLC.
- Keep organized records of invoices and deposits for the CJSW bookkeeper.

- Prepare documents for the annual external conducted audit.
- Maintain strong working relationships with advertisers, community partners, funding agencies to promote CJSW programming and sponsorship related activities.
- Coordinating advertising on CJSW as well as promotional events and sponsorships in conjunction with other CJSW staff and volunteer members.

### **Personnel:**

- Responsible for the hiring, training, managing, supervision and termination of all contract, grant and temporary employees in association with the Board of Directors.
- Maintain records of employee files with regards to payroll, time sheets, vacation time, annual staff evaluations and performance reviews, letters of understanding, disciplinary actions, et al.
- Assist the CJSW staff with any issues or difficulties that may arise with their portfolios, the membership and/or the general public (partners, listeners, etc.) providing feedback and ongoing communication.
- Oversee the performance of the Volunteer Executive.
- Scheduling regular station and executive meetings in accordance to the Society's bylaws.
- Keep the Board of Directors informed regarding all relevant station matters and to inform the staff and membership on decisions made at the Board meetings.
- Coordinate with the Secretary-Treasure and Volunteer/Office Coordinator to maintain a database of CJSW volunteers and members as well as alumni members.
- Maintain a database of station supporters for fundraising purposes.
- Make preparations for conferences including registration, travel arrangements, accommodations, etc.
- Ensure that all staff and volunteers are aware of and in compliance with current CRTC regulations and policies.

### **Equipment**

- Maintain an annual inventory of the station's assets in conjunction with CJSW's engineer.
- Consult with technical experts on a regular basis to discuss station audio, office, computer and transmitting equipment with regards to maintenance, upgrades, etc.
- Coordinate the ordering of equipment and replacement parts with the CJSW engineer and other relevant technical experts in accordance with CJSW's budgets.
- Ensure that the "30 day" broadcast-logs are accurately maintained and accessible and CRTC compliant with the assistance of the Program Director.
- Supplying and stocking general office supplies.
- Maintain a safe and welcoming studio and office work environment for CJSW volunteers, staff and visitors.

### **Miscellaneous**

- Organize the promotion of CJSW's program guide and programming to the UofC campus and to the Calgary community.
- Oversee the development and administration of Station initiatives and events.
- Coordinate and organize the maintenance of the station website, email systems and all the associated services provided therein.
- Conduct other duties as required including: training, production, assisting the Program Director with on-air programming, etc.
- Review and administer strategic planning initiatives to keep CJSW competitive within the ever-changing media landscape.

### **Responsibilities as outlined in the Bylaws**

- When the appointed Student Director is absent, the Station Manager shall act as Chair at duly called Board meetings
- Oversee the CJSW Executive Committee including calling and chairing meetings.
- Working with the CRTC and the University of Calgary Students' Union to address matters of mutual concern with the operation of the Station.
- Inform the Board on issues raised by Members and issues affecting the operation of the Society and the Station;
- The Station Manager shall chair and ensure there is a copy of the Register of Members at all General Meetings to determine voting eligibility.
- At the Annual General Meeting, the Station Manager shall update the Members on Station and Society activities and present the audited financial statements. They shall oversee that elections shall be held for Directors, Volunteer Executive and Programming Committee members, as required.
- The Station Manager shall ensure that minutes of Board proceedings are recorded in writing. All decisions of the Board must be recorded in writing to be valid and in force. Minutes must be signed and dated by the Station Manager and, except for *in-camera* minutes, be made available at the Station offices for Members to view.
- All contracts, options, leases and agreements that the Society enters into must be approved by the Board and signed by the Station Manager and the Secretary-Treasurer (as outlined in the Society's bylaws).