

KBOO Radio Policy	Program Advisory	Date: 5-23-16
POLICY # 6	Committee Responsibilities	Approved by: KBOO Board of Directors

**PROGRAM ADVISORY COMMITTEE (PAC)*
RESPONSIBILITIES**

Programming Task Break Down

- A. The Program Director, AM News and Public Affair Director, and/or the PM News and Public Affairs Director (called Program Staff for the rest of this document) can take these actions:
1. develop new programming
 2. fill attrition slots: in cases of no format change, no consultation with the Program Advisory Committee (PAC) is required
 3. fill attrition slots: if there is a format change, Program Staff should seek advice and recommendations from the PAC
 4. change existing programming, after seeking advice and recommendations of the PAC
 5. develop overall standards for broadcast and podcast
 6. shape yearly goals for programming
 7. revise programmer rights and responsibilities document as needed
 8. suspend programmers for not fulfilling on-air responsibilities laid out in the Programmer Contract
 9. any other items listed in the current job descriptions.
- B. The Program Staff works through the PAC to:
1. provide active leadership of the PAC
 2. shape yearly goals for PAC
 3. ascertain community needs in a pro-active and mission-driven way on a regular basis
 4. evaluate broadcast and podcast programming quality on a regular basis
 5. report all programming changes to the PAC
- C. PAC is responsible for:
1. assisting Program Staff in shaping all policy items listed in Section B above
 2. working with the Program Staff to solicit input from community
 3. working with the Program Staff to meet yearly PAC goals
 4. serving as the Community Advisory Board to ascertain community needs
 5. serving as a work group to assist Program Staff in all areas as needed

D. Committee makeup:

1. Committee is self appointed (any KBOO Foundation member who attends three meetings in a row and who agrees to fulfill responsibilities can become a voting member).
2. The board has the option to appoint a maximum of five (5) individuals from underrepresented groups at any time. The appointees will have immediate voting rights.
3. . The Program Staff, as well as at least one (1) and no more than two (2) members of the board, shall all be voting members of the committee.
4. The committee is open to new membership any time.
5. Any member who misses three (3) meetings in a row, or consistently does not fulfill PAC responsibilities, shall be removed as a voting member, per KBOO Bylaws Article VIII, Section 5.
6. Members appointed by the board under Sections D. 2. and D. 3. above will be re-appointed by the board annually.

*The “Program Advisory Committee” or “PAC” is the commonly used name of the “Program Committee” referenced in KBOO Bylaws Article XIII, Section 4a.

Approved by the Board 5/14/84
As Amended 10/85
As amended by the Board of Directors 1/23/07