

**CFUZ - Peach City Radio**

121-1475 Fairview Rd.  
Penticton, BC V2A 7W5  
(236) 422-0929

**Departmental Committee****Member**

<b>Volunteer job title</b>	Departmental Committee Member
<b>Department</b>	Outreach, Support, Music, Production, Programming, Tech
<b>Reports to</b>	Department Chair

**Overview**

Departmental committee members are part of the leadership team of each department. They support their department chair in overseeing the department's activities and operations. Each committee member is expected to manage a major project or branch of the department's operations.

**Duties and responsibilities**

- Assist the department chair in overseeing the activities & operations of the department
- Attend regular departmental committee meetings & communicate progress
- Shape and implement the department's vision
  - Determine short-term and long-term visioning, priorities, schemes, and ideas
  - Create and maintain a plan of action to achieve the department's objectives
  - Develop and review policies, procedures, and other resources to help the department run more smoothly
  - Find ways to make the work meaningful and supportive to volunteers
  - Oversee week-to-week activities, while also ensuring that the operations of the department are in keeping with CFUZ's values and goals
- Manage the department's volunteer resources
  - Take the lead on department projects, assign jobs to volunteers who want to help, and support their work (provide training/resources/materials/feedback, assign tasks, oversee/edit & enforce timelines)
  - Liaise with volunteers who help with your projects (summarize key actions & news and circulate)
  - Conduct regular performance reviews and give feedback

**What we're looking for**

- Personal passion for community radio, community building, and the department you are leading
- Exceptionally reliable and available (everyone will depend on you)
- Very good at delegating work
- Strong organizational and communication skills
- Responsive (answers emails fast) with attention to the small details that make all the difference in a small community
- Resourceful: able to achieve goals with minimal resources

- Focused on solutions and developing action plans
- Good with people, but able to rule with a firm hand
- Full of empathy and compassion (people miss deadlines and assignments fall through for many reasons, often beyond anyone's control)

### **What's in it for you**

Committee members are given the opportunity to take the lead on a major branch of CFUZ's operations and make it their own. Their work ensures that their department is able to complete a wide range of tasks and successfully implement major projects that help CFUZ meet its mandate. They can expect to build leadership and community-building skills, as well as refine their time-management and organizational skills. These skills can be applied to any positions related to project management, arts management, and volunteer management.

### **Training and resources provided**

- Informal mentorship.
- Some recurring projects and tasks will have documentation to aid committee members in their work.

### **Hours and working conditions**

- 2-4 hours per week.

### **Responsible for supervising**

CFUZ crew; volunteers who assist with department projects and tasks

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>