

POLICY – PROGRAMME VACANCY POLICY V1.1

Purpose of Policy

The purpose of this policy is to provide guidance to The Programme Sub-Committee which is required to ensure that all programming hours are suitably and equitably filled in accordance with Radio Eastern Programming Policy.

Background

Radio Eastern aims to provide a diverse range of programming, presented in a unified manner. As a responsibility to its listeners and its local community Radio Eastern programme slots are filled with appropriate material presented by suitably qualified Presenters.

Policy

Upon a programme vacancy slot occurring, the Programme Sub-Committee Manager shall temporarily fill the vacancy from available Presenters.

The Programme Sub-Committee Manager shall communicate to all certified Presenters advising a vacancy exists and request applications for the position which will close in 10 clear days.

The Programme Sub-Committee shall determine the replacement Presenter.

The Team Leader – Rostering shall adjust the Grid schedule to reflect the allocated Presenter.

This Policy is supported by the following Procedure(s);

Procedure Name	Folder	Tag	Rev. Number	Rev. Date	Revision by
Programme Vacancy					