

## Working Policy

- The Academy is a not-for-profit charity.
- Its purpose is
  - To offer 'neutral ground' where everyone from BBC and commercial radio to community and volunteer stations, from national networks to local stations, and from corporate media groups to individual podcasters can meet to discuss the production, broadcasting, marketing and promotion of radio and audio services
  - To seek 'common ground' among competing broadcasters and producers to aid the advancement of radio skills training, equal opportunities and diversity in recruitment and the promotion of the medium
  - To reward excellence in the arts and crafts of radio through a range of initiatives including the Sony Radio Academy Awards
  - To provide assistance to students and others who aspire to a career in radio through a variety of training programmes and via the knowledge bank on the Academy website
- The Academy is owned by its Members, not by its Patrons.
- The Academy is governed for the benefit of all its members by a Board of Trustees.
- The Board will normally comprise a combination of elected and co-opted members as follows:  
A minimum of seven (7) members shall be elected by a poll of registered members conducted via the Academy website and announced at each AGM (May)  
The elected Trustees may also co-opt a number of other Trustees (which shall not normally be more than 6) bearing in mind that it is desirable for the body of Trustees as a whole to include:

The current chair of Radio Academy Trading Ltd  
The current chair of the Sony Radio Academy Awards  
Representation from BBC Audio & Music (or its successors)  
Representation from the BBC outside London  
Representation from the two largest Commercial Radio companies  
Representation from Community Radio

- In co-opting new Trustees, the existing Trustees will, in addition, have regard to the desirability of achieving a balance of Trustees by geography, gender, race and disability.
- Elected Trustees will serve a three year term and may stand for re-election at the end of that period.
- Co-opted Trustees may be re-appointed by a unanimous vote of the Trustees at the second quarterly meeting of the year (May).
- At the same time every two years, the Trustees will elect a Chair (normally from within their own number) who will normally serve for two years. At any meeting of Trustees, the Chair shall have a final casting vote.
- At the same time, the Trustees will elect a Deputy Chair (normally from within their own number) who will normally serve for two years before assuming the chair.
- The chairmanship of the Academy will normally alternate between BBC and commercial representatives.
- Trustees will use their reasonable endeavours to attend all 4 Quarterly Meetings scheduled for any calendar year. A Trustee who misses three consecutive meetings may be removed from the Board by a unanimous decision of the other Trustees.

- The Chair and Deputy Chair may, from time to time, organise sub-committees of Trustees to discuss issues of concern or manage specific aspects of the Academy's business. Prior notification and reports of such meetings will be given to all Trustees.
- The Chair and Deputy Chair may, from time to time, organise informal meetings with senior members of Patron companies. The business of such meetings will be promptly reported to all Trustees.
- The Chair and Deputy Chair may from time to time ask individual Trustees to attend an Academy meeting or sit on an organising committee for a major Academy event.
- The Chair and Deputy Chair will comprise a sub-committee to discuss remuneration for the Academy's staff. At their discretion, they may invite other Trustees to join this Remuneration Committee which will meet annually in November.
- The Trustees will appoint a Chief Executive who acts as Secretary to the board and is responsible for compliance. S/he is not a Trustee.
- The Academy wholly owns a commercial subsidiary called Radio Academy Trading Ltd. Its single purpose is to raise funds to enable the Academy to pursue its charitable purposes.
- The Chair of the Academy controls 100% of the shares in RATL. In this capacity the Chair appoints the Chair of the Board of Directors of RATL and must approve any appointments made by the Director of RATL. The Chief Executive of the Academy acts as Company Secretary of RATL.
- The Board of RATL manages the company on an arm's length basis from the Radio Academy, mindful only of the interests of their shareholder.

- The Academy manages a Benevolent Fund for the benefit of distressed present and former radio professionals. Funds are allocated by a committee of Trustees chosen by the Chair.
- The Academy's financial year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.
- The annual budget is submitted by the Chief Executive for the approval of Trustees at their November meeting.
- Trustees Meetings
  - are held quarterly, normally in February, May, September and November
  - are called and minuted by the Secretary (the Chief Executive)
  - should include
    - Chief Executive's Report
    - Accounts for Radio Academy (charity)
    - Memo to Accounts by Chief Executive
    - Accounts for RATL
  - are intended as a review of the Academy's activities and a chance for Trustees to discuss its performance and future direction
  - are not a rubber-stamp for decisions made by the Chief Executive or the Chair
  - are not a 'board meeting' in the traditional sense – a charity exists to spend money, not to make it – questions about the detail of commercial activities are more properly discussed by RATL
- RATL meetings are held quarterly, normally two weeks before each and every Trustees meeting. The RATL budget is submitted annually by the Chief Executive for the approval of the RATL board in October.

Trevor Dann  
Chief Executive  
September 2009