

Kootenay Co-operative Radio Procedure: Monitoring

1.0 INTRODUCTION

This procedure describes how programs are monitored by the monitoring committee in providing feedback to programmers, guidance to the Training Coordinator, and an overview to the Programming Coordinator.

1.1 Definitions

Monitoring Committee	A body of volunteers, numbering between 5 and 8, and including the Monitoring Coordinator, who carry out the Monitoring Procedure.
Broadcast Season	A period of 12 weeks, during which time new programs are monitored.
Eligible Programs	A list of programs provided to the Monitoring Committee by the Program Coordinator and the Station Manager, which includes all new programs for a period of 3 months.

2.0 IDENTIFYING ELIGIBLE PROGRAMS

This following describes how the Program Coordinator and the Station Manager create and provide the Monitoring Committee with the list of eligible programs:

- The Program Coordinator compiles a list of all new programs at the beginning of each broadcast season.
- The Station Manager identifies program which have administrative problems, including but not limited to chronic lateness, unsubmitted paperwork, and unpaid dues.
- The Program Coordinator, in consultation with the Technical Coordinator, identifies shows which need monitored on the basis of a number of factors.

3.0 MONITORING COMMITTEE DUTIES

The Monitoring Committee Coordinator will receive the list of Eligible Program from the Programming Coordinator within the first two weeks of each broadcast season.

The Monitoring Committee will meet to discuss the contents of the Program Evaluation Form, copies of which will be distributed to committee members according to the following guidelines:

- Each Committee Member will be assigned between 3 and 6 shows, depending on his/her availability.
- Each Committee Member is required to monitor the shows assigned to them, and to complete the necessary Program Evaluation Forms over a 4-week period.
- The Committee meets at the end of this 4-week period to discuss what recommendations they will bring to the Programming Coordinator, Training Coordinator, and Station Manager.
- The Monitoring Coordinator will meet with the Programming Coordinator and Station Manager no later than the 6th week of the broadcast season.

- The Station Manager and Programming Coordinator will add any necessary recommendations regarding general programmer conduct and administrative issues, and share the recommendations with the programmers whose programs were monitored no later than the 7th week of the broadcast season.
- The Station Manager and Programming Coordinator will share training-related recommendations with the Training Coordinator by the 7th week of the broadcast season.
- The Training Coordinator, Programming Coordinator, and Station Manager then implement the recommendations of the Monitoring Committee.

In the event that a monitor has concerns about the program he/she is monitoring, the following procedure is followed:

- The Monitor considers whether the program (or a problem with the program) is likely to result in one of the following consequences: (1) loss of Kootenay Co-op Radio's CRTC broadcasting license, or (2) legal action against Kootenay Co-op Radio.
- If the Monitor thinks that either of the consequences above is likely, he/she should contact the Monitoring Coordinator to discuss the problem.
- The Monitoring Coordinator will contact the Programming Coordinator with a summary of the situation and of the discussion between the Monitoring Coordinator and the Monitor.
- The Programming Coordinator will take any immediate action necessary.
- Any problems deemed unlikely to result in the consequences listed above should be discussed at the Monitoring Committee meeting at the end of the 4-week monitoring period and passed on to the Training Coordinator, Programming Coordinator, and Station Manager as recommendations.
- Under no circumstances should Monitors contact programmers directly about problems with their programs. Monitors should direct all concerns directly and immediately to the Monitoring Coordinator.

4.0 PARTICULARS

The time requirement by each committee member will vary from season to season, depending on the number of committee members, as well as the number of eligible programs. Committee members should be prepared to spend no fewer than 10 hours and no more than 25 hours, including meetings, during the 6-week period.

It is important that each committee member understand that confidentiality around monitoring is to be upheld, and under no circumstance is any information gathered or talked about at committee meetings to be discussed outside of the committee.

The first version of this procedure was made official on March 5, 2001.