1. GOVERNANCE AND MANAGEMENT

1.1 Governance

The governance body of Craol Community Radio Forum of Ireland Society Limited, (hereafter referred to as Craol, (is the Craol Coordination Committee (CCC). The CCC has overall responsibility for the organisation and implements an annual review of Coordination Committee governance. This includes a review of finances, resources, legality, regulatory and statutory compliance, data protection and other policies and procedures. (See Governance Handbook, Appendix 9).

Decision-making processes within Craol are carried out in accordance with legal, statutory and awarding body legislation and core guidelines. Any decisions or changes to current modules are recorded and communicated to the relevant department for implementation. In accordance with Craol's commitment to delivering social benefit to local communities, the organisation provides quality assured QQI accredited training to community members who in turn will work for the benefit of the local community.

The organisation is also supported by a number of sub-committees and external contracted staff. These committees oversee and report back to the CCC at monthly meetings. These committees are as follows:

1   Finance sub-committee
2   Academic Committee
3   Training and Quality Assurance sub-committee
4   Advocacy sub-committee
5   Engagement and Monitoring sub-committee

1.1.1   Contracted External Staff

The following staff are contracted by Craol as independent contractors to support and implement the work plan of Craol.

Craol Project Coordinator
The role of the Project Coordinator is to provide all administrative supports to the CCC and sub-committees, to implement the BAI funded work plan, to organise skills and experience workshops and events, to oversee QQI administration and training, to support trainers and to furnish reports to sub-committees and to the CCC.

Governance Advisor
The role of the Governance Advisor is to provide governance and organisational management support to the CCC, governance strengthening and policy advice, facilitate annual review of Governance and to facilitate governance and compliance workshops with community stations.

Bookkeeper
The role of the Bookkeeper is to maintain accounts, issue invoices, prepare payments and upload for online banking payments, maintain a register of creditors and debtors, provide monthly reports to finance sub-committee and prepare accounts for external auditor.

External Authenticator
A qualified experienced independent QQI approved external authenticator is contracted to authenticate results in accordance with QQI guidelines.

Fig 4

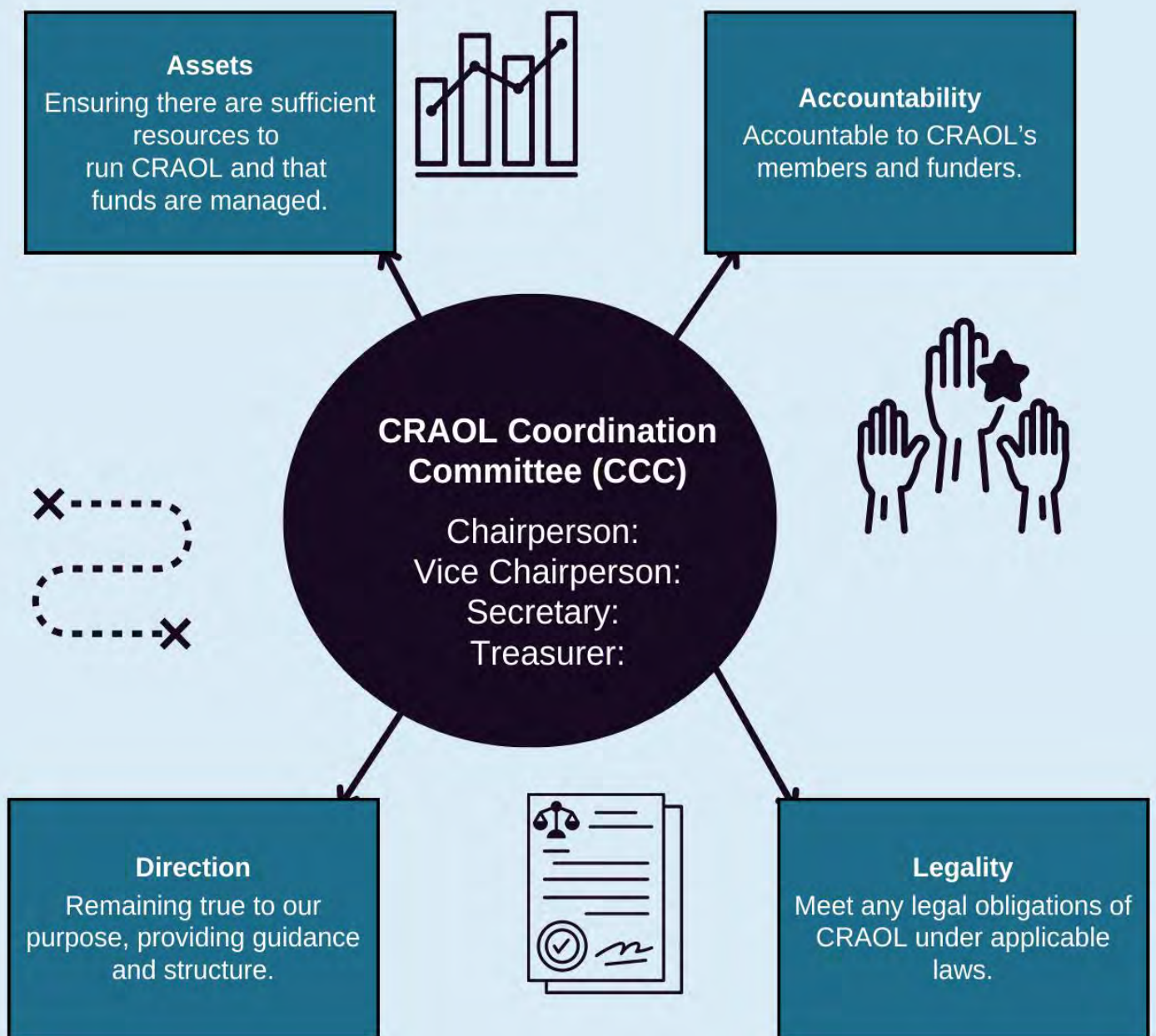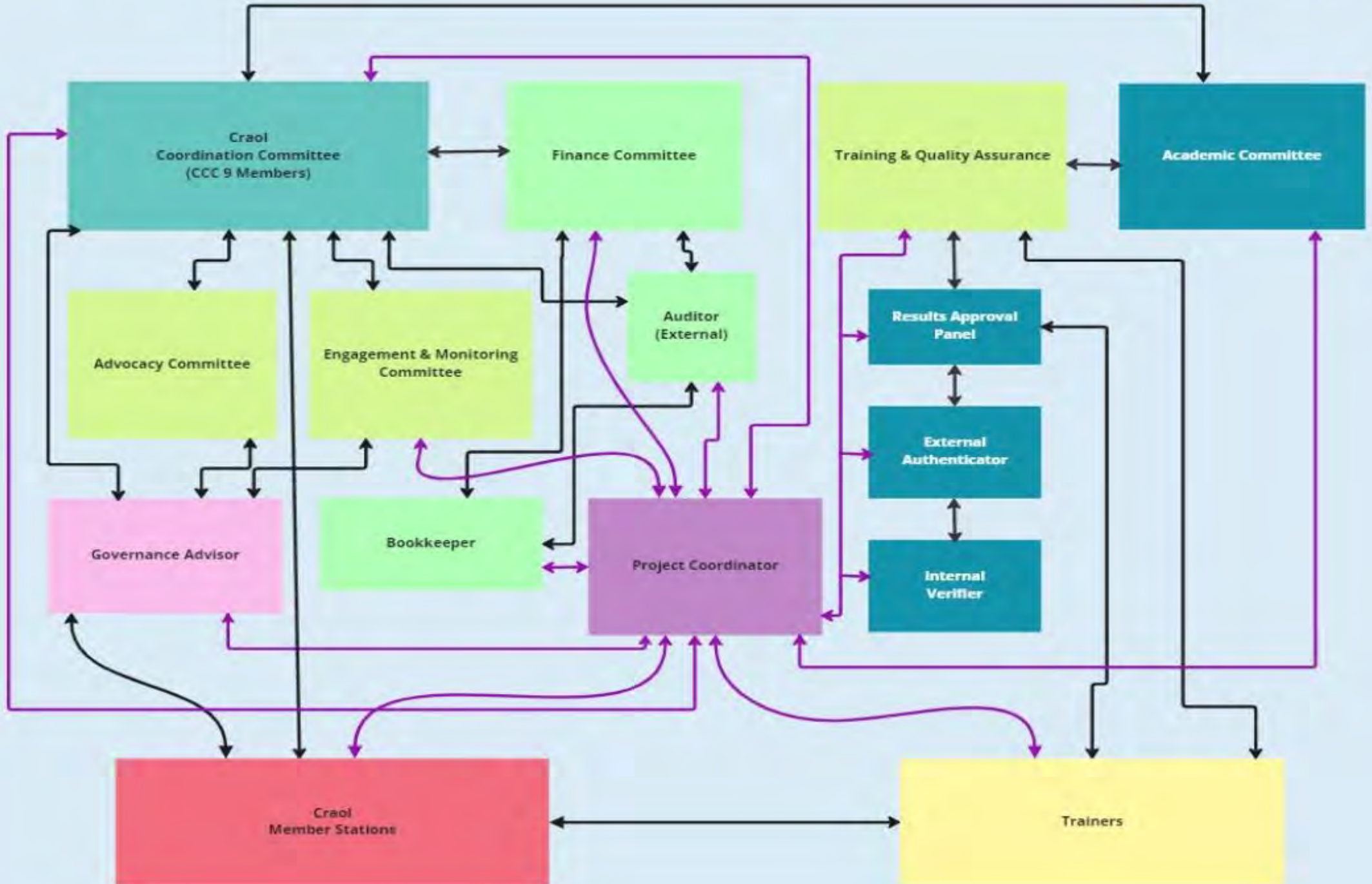# THE FOUR MAIN FUNCTIONS OF THE
CRAOL COORDINATING COMMITTEE (CCC)

Assets
Ensuring there are sufficient resources to run CRAOL and that funds are managed.

Accountability
Accountable to CRAOL's members and funders.

CRAOL Coordination Committee (CCC)

Chairperson:
Vice Chairperson:
Secretary:
Treasurer:

Direction
Remaining true to our purpose, providing guidance and structure.

Legality
Meet any legal obligations of CRAOL under applicable laws.

CRAOL
Community Radio Forum of Ireland Society Ltd.

Fig. 5 Organisational Structure

CRAOL
Community Radio Forum of Ireland Society Ltd.

- Craol Coordination Committee (CCC 9 Members)
- Finance Committee
- Training & Quality Assurance
- Academic Committee
- Advocacy Committee
- Engagement & Monitoring Committee
- Auditor (External)
- Results Approval Panel
- External Authenticator
- Internal Verifier
- Governance Advisor
- Bookkeeper
- Project Coordinator
- Craol Member Stations
- Trainers

Governance and Management

Craol is committed to ensuring an robust organisational structure is in place in order to maintain effective quality provision. The Craol Coordination Committee is responsible for decision-making processes within the organisation, in collaboration with a number of key personnal, sub-committees, trainers and learners.

1.2 Craol Coordination Committee

The Craol Coordination Committee (CCC) is the governing body of Craol and holds ultimate responsibility for decision making in the organisation. It is made up of an uneven number, with up to a maximum of 9 persons elected at the AGM and voted in by the Shareholders representatives.

Craol Coordination Committee Terms of Reference.

1.2.1 Members of the Craol Coordination Committee (CCC) shall as far as possible, seek to have a 50/50 gender balance, a representative mix of paid staff and volunteers, and ensure fair representation for the various types of stations within the movement. One third of the members are rotated at every AGM.

1.2.2 The CCC meets 10 times per year to identify, prioritise, and manage the corporate activities of Craol and its finances. Members of the CCC receive no payment for their time except the refund of receipted travel and subsistence expenses incurred in attending meetings.

1.2.3 The CCC is responsible for setting the terms of reference for any sub-committees or working groups. For example, the finance sub-committee hold responsibility for administering and managing all financial resource including education and training.

1.2.4 Proposed alterations in strategic or operational policies can be decided by the Committee. Proposed alteration to ethos policies must be referred to a meeting of the Forum. The CCC review and update ToRs annually in line with new members and budgets. (See Samples of sub-committee ToRs, Appendix 10)

1.2.5 The CCC also deal with unforeseen issues and workgroup coordination. They are involved in the management of operational tasks, i.e. oversight of contracted work tasks, participating in representation meetings and advocacy activities.

1.2.6 The CCC is responsible for ensuring the separation of commercial and academic decision-making processes. During the course of meetings and activities of the Coordination Committee, a member of the committee may have a Conflict of Interest (e.g. proposed contract with family member, place of work). If this is the case, the member is required to inform the meeting.

1.3. Current Serving Coordination Committee Members

Chair Craol Coordination Committee
Vice Chair Craol Coordination Committee
Secretary of Craol
Treasurer of Craol
Craol Coordination Committee Member
Craol Coordination Committee Member
Craol Coordination Committee Member
Craol Coordination Committee Member
Craol Coordination Committee Member

External parties who may attend meetings, do not have a vote, but contribute to meetings via reports and discussion.
Craol Governance Adviser

Craol Project Coordinator
Craol Bookkeeper
Craol External QQI Examiner

1.3.1 *Committee member Roles and Responsibilities*
While all committee members share overall governance responsibilities, some roles, such as the Chairperson, Secretary and Treasurer, have specific additional responsibilities and all Committee members need to understand these roles also.

Fig 6 Committee member Roles

Role of Chairperson
Plan meeting agendas with time limits through active consultation with all members.
Sign minutes of the previous meeting after they have been confirmed as a true record by the Committee.
Keep order at meetings through a facilitative process with discussion relevant to the agenda item, ensuring all members have the opportunity to speak.
Ensure agenda items that require a decision are made.
Summarise decisions at the end of each agenda item.
Deliver a casting vote in the event of a tied vote.
Prepare and present an overview report for the AGM.

Role of vice-Chairperson
In the absence of the Chairperson at meetings assume the role of Chairperson.
In the absence of the Chairperson through extended leave, assume the duties and tasks of the Chairperson.

Role of Secretary
Before Meetings:
Arrange logistic arrangements for meetings.
Oversee circulation of meeting agenda and pre-meeting documents for review.
During Meetings:
Ensuring that Craol Rules and Standing Orders are adhered to including minimum quorum.
Ensure Minutes are recorded during the meeting.
Ensure a record is kept of decisions decided and implemented.
Circulate Minutes within 5 days after the meeting.
General Administration:
Receive, open and deal with correspondence.
File approved minutes of Committee Meetings.
Update and maintain Registration of Shareholders records including annual subscriptions.
Oversight of necessary legal and statutory requirements of incorporation.
Issue AGM notification, forms and correspondence in accordance with the Rules.
Maintain the register of interests and record all information related to a conflict of interest.

Role of Treasurer
Liaise with Bookkeeper to present quarterly financial reports to Committee meetings.
Oversee preparation of budgets, accounts, financial statements and reports.
Liaise with the auditor in relation to the preparation of annual accounts and present the accounts at the AGM.

1. 4 Academic Committee

The academic committee is made up of suitably qualified and experienced persons whose role is to oversee academic quality assurance. They are responsible for monitoring the delivery of modules, encouraging positive learning outcomes and results processes, maintaining a high standard of training and education and reporting back to the Craol Training Team and CCC.

Academic Committee Members
Paula Healy
Paula holds a Level 9: MA in Digital Media from University of Galway
- Coordinator at The Irish Student Radio Network
- Lecturer NUI Galway Youth Academy & MA in Journalism
- Trainer in Social Media at CRAOL Féile & Campus events
- Editor of multiple documentaries & features
- Station Manager Flirt FM
  Former Member of CRAOL Coordinating Committee

Mel Finneran
Mel holds:
- TUS:MM – Athlone Postgraduate Diploma in Learning, Teaching & Assessment (PT)
- Equal Ireland B.A (Ord.) in: Business, Enterprise and Community Development (PT): 1.1
- Athlone Institute of Technology Master of Arts in Child & Youth Care: 2.1
- Athlone Institute of Technology B.A. (Hon.) in App. Social Studies in Social Care: 2.1
- Portumna Community School: FETAC Level 5 in Community Care: Distinctions
- University College Dublin Cert. in: Occ. Safety, Health & Welfare at Work GPA:3.33

Further Development
- Trade Safety Ltd.   PHEEC First Aid Responder - Refresher Training
- QualTec Training   QQI L 6 Manual Handling Instructor
- QualTec Training   QQI L 6 Safe People Handling Instructor
- F.R.S. Training   QQI L 6 Train the Trainer: Distinction
- ICS Skills Training   European Computer Driving Licence (ECDL 4.0)

Mel is a lecturer at the Technological University of the Shannon: Midlands Midwest - Faculty of Science and Health and Faculty of Continuing, Professional Online and Distance Learning.
 Lecturing and fully contributing to undergraduate teaching and related activities on the BA ordinary and honours degrees

Jacinta Daly
Jacinta holds the following qualifications:
M.A. in Gender and Sexuality in Literature and Culture-Maynooth University
Degree in Theology and English Literature-All Hallows College/DCU
Diploma in Drugs Intervention and Counselling Techniques-Merchants Quay Ireland & UCD
Certificate in Facilitation Skills-Meitheal Training & Development, Dublin
Award in Adult Access and Guidance-Waterford Institute of Technology
Transition to Working Life Coach Advisor-Grubb Institute, London
Research Supervisor for Level 8 Students with ICPPD
TEFL Tutor

Academic Committee Terms of Reference

    1.4.1   The Academic Committee (AC) will meet bi-annually or as required with a minimum quorum of 2 members. They will maintain a high degree of integrity in relation to academic processes and standards. This includes ensuring the separation of corporate and academic interests. In the case of a conflict of interest the governing body (CCC) will be informed immediately.

    1.4.2   The Academic Committee will be involved in the development of new modules in the following areas:

        (a) Examining the feasibility of delivering a new module in relation to evidence based need for the module, learning outcomes, awards offered, appropriately qualified trainers, Access, Transfer and Progression routes, the module brief.
        (b) Forwarding a report of the same to the Craol Coordination Committee.
        (c) Examining the Module Descriptor and contents designed by the Programme/Module Development Team against Quality Assurance Policies and Procedures, QQI Criteria for Validation, in consultation with relevant stakeholders.
        (d) Recommending the examined module to the Craol Coordination Committee for submission to QQI for Validation.
        (e) Working with the Quality Assurance Committee in reviewing feedback from learners, trainers, the internal verifier, the external authenticator and the results approval panel. A report will be sent to the Craol Coordination Committee and communication will be sent to relevant trainers.

    1.4.3 They will ensure that learner outcomes are clearly defined and quality assurance standards are adhered to.

    1.4.4 The Academic Committee is responsible for overseeing an annual review of modules which have been delivered. These will be a sample of the types of modules run by Craol.

    1.4.5 The AC will monitor learner complaints and appeals and ensure that they are recorded, evaluated and acted on.

    1.4.6 The AC will ensure that the policies of Craol, QQI and the Education Act 2012-2019 are adhered to in relation to delivery and completion of validated modules.

    1.4.7 The AC will have access to performance indicators, i.e., learner and trainer feedback forms, numbers of learners applying for and completing modules, numbers of learners who have opted out of modules, awards achieved, number of courses delivered. This data is monitored and reviewed and reported to the CCC and the Training and Quality Assurance Committee. This data informs decision making regarding suitability and delivery of modules.

In addition, members of the academic committee should:

1. Be aware of the organisations risk management policy and risk management strategies pertaining to education and training.
2. Be familiar with QQI core guidelines, statutory guidelines regarding education and training and the NFQ system.
3. Ensure that the education and training delivered is appropriate and in line with the perimeters of the organisation's mission: to empower, support and deliver social benefit to local communities.

Fig. 7 Risk Management

1.5   Craol Risk Management

Craol's Risk Management ensures that corporate, financial, educational and other risks are identified and addressed in a timely and professional manner. Risks are identified, assessed and actions are decided to control and alleviate risks. Records are kept regarding the risk identified, the actions taken to address the risk and the person/s involved in addressing the risk. Individual stations are responsible for creating and maintaining their own risk register.

Risk Assessment

Risk assessment is an integral aspect of maintaining a quality assurance system in Craol. As a not-for-profit organisation Craol is committed to ensuring that all decisions are taken in line with the best interests and purpose of the organisation. Social benefit to local communities is one of the corner stones of Carol's purpose and risk identification and management is undertaken with this in mind.

- Risk Identification
- Risk Assessment
- Decide Controls
- Implement Strategy
- Record Actions

1.6 *Risk Identification and Management Strategies*

Governance: Board membership

Risk Identification
• Awareness of roles and responsibilities for board members.
• Conflict among board members.
• High turnover of board members.
• Conflict of interests.
• Compliance with statutory, regulatory and core guidelines.
• Absences in attending meetings, failure to follow up on actions monitored.
• Inappropriate behaviour.

Risk management strategies
• The Craol Governance Handbook addresses many of the risk identification issues that may arise within the Coordination Committee.
• Clear identification of roles and responsibilities. *(Craol Governance Handbook, pps 6-8*
• The Craol Coordination Committee brings together a broad range of talents, skills and experiences. Conflict among committee members regarding decision making is addressed in the *Craol Governance Handbook, pps 9 and 22*
• Committee Members are expected to commit to their roles: *See Craol Governance Handbook, 7.* In the case of an unusually high turnover of members the board will discuss, identify any issues and adapt changes to alter this.
• Each member of the Coordination Committee will sign the *Code of Conduct* on becoming a board member. *See Craol Governance Handbook, p 22*
• Craol board members are expected to adhere to the Conflict-of-Interest Policy: *See Craol Governance Handbook, p 22*
• Craol implements an annual review of Coordination Committee Governance. This includes a review of finances, resources, legality, regulatory and statutory compliance, data protection and other policies and procedures.

Craol Coordination Committee Processes

Risk Identification
• Assets: Finance sub-working group.
• Legality: Governance sub-working group.
• Accountability: Craol Training Team.
• Direction: CCC.

Risk Management
• Ensuring we have enough resources to run Craol and that funds are managed well.
• Meet any legal obligations of Craol under applicable laws.
• Systems in place to ensure that there is no crossover between coordination committee and academic committee.
• Provider not engaged in activities or partnership that would undermine the integrity of the training offered or the awards available.

Academic Committee

Risk Identification
• Academic integrity.
• Fraud/plagiarism.
• Results approval.

Risk Management
- Ensuring that training delivered by Craol is in accordance with all relevant legislation and regulations.
- Commitment to ongoing self-evaluation. Blind 'double evaluation' on learners records/assessments already made or in process.
- Ensure the objectives of modules delivered are clearly specified and learners are aware of the criteria for achieving an award.
- Transparency regarding internal results approval prior to submission.

Trainers

Risk Identification
- Skills and Experience.
- Health and Safety.
- Resources.
- Data Protection.

Risk Management
- Transparency of trainer qualifications.
- Trainers are given information regarding Health and safety issues on induction and assessments of learning environments are carried out on a regular basis.
- Trainers are given access to all policies relating to learner needs, in particular Programme/Module Development and Approval, Learner Evaluation, Data Protection /Retention, Equality and Diversity Policy, Disability, Reasonable Adjustments, Safeguarding, Complaints, Appeals, Malpractice and Maladministration, Health and Safety, Bullying, Teaching and Learning Policy and Risk Assessment Policies.
- Data collated is retained in according with GDPR and Data Protection

Project Coordinator

Risk Identification
- Data collection carried out in compliance with GDPR and Craol policies and procedures.
- Accuracy of administration data, i.e. calls, letters, emails, documentation.

Risk Management
- Project Coordinator is aware of Craol Data Protection/Retention Policies and GDPR.
- All administration checked. *(See Maladministration and Malpractice policies)*
- Checking marking and assessment processes for errors/plagiarism.

Technical

Risk Identification
- Technical Equipment.
- Use of technical equipment.
- Data Protection/Retention.
- Health and Safety.

Risk Management
- Trainers responsible for monitoring equipment in studio.
- Proper training in use of technical equipment.
- Assessment of equipment on regular basis.
- Training in the importance of data protection/retention in regard to using studio equipment.

2. Management of Quality Assurance

The Craol Training Team hold responsibility for monitoring the QAS, supported by the Craol Coordination Committee. However, all members of Craol are responsible for being aware of QA, self-evaluation of their individual roles and maintaining a high standard of quality assurance throughout the organisation.

2.1 Management of quality assurance:

1. All Craol personnel and trainers are made aware of Craol's QAS through the organisations policies and procedures, quality assurance manual, Trainer and Learner handbooks, Continued Professional Development workshops and orally on entry to the organisation.
2. All learners are made aware of Craol's QAS through learner handbooks, and orally on entry to a module.
3. An ethos of quality and integrity is maintained throughout the learning process from admission to a module through to completion and award.
4. Any gaps identified through feedback or self-evaluation, in any area of the organisation, are clearly documented along with any actions adopted to improve the running of the organisation.
5. Corporate and Academic board members roles and responsibilities are clearly outlined with all statutory and legal obligations are met.
6. All financial and corporate decisions are carried out ethically, legally and with accountability in line with financial and legal requirements.
7. The Training and Quality Assurance Committee ensure that adequate resources are available for the continuation of training in line with the organisations ethos and objectives.
8. Provider trends are captured in a number of ways; through registration to a module, applications for RPL, CEFR assessments, completion of modules, learner and trainer feedback forms, module delivery evaluations, numbers of submissions for authentication, number of awards received and learner satisfaction/complaint/appeals processed. This data also forms the basis for Craol's internal self-evaluation process. This data is reported to the Project Coordinator who in turn reports to the Craol Training and Training and Quality Assurance Committee.

3 Embedding a culture of quality.

Craol is committed to providing a culture of quality assurance that is firmly embedded within the organisation. This is achieved through:

1. Providing a holistic quality assurance approach which includes learners, trainers, staff and stakeholders, taking account of the needs of all stakeholders as well as the continuing improvement of the organisation.
2. Ensuring that learners, trainers, staff and board members are aware of and involved in maintaining a system of quality assurance.
3. Allowing learners and others have ownership over their contribution to quality assurance through self-evaluation, feedback and appropriate safeguarding policies.
4. Ensuring that the organisations commitment to social benefit is contained within the delivery of modules delivered.
5. Developing a robust programme/module development and approval process that ensures all modules delivered by Craol are up to date, in line with QQI and Craol QA guidelines and open to review as needed.
6. Ensuring that modules are delivered in line with quality assurance processes.
7. Providing measurable module outcomes, information on RPL, Access, Transfer and Progression pathways and clear information on awards offered.
8. Providing sufficient resources to enable learners continue their modules in a safe, and encouraging environment, regardless of individual circumstances.
9. Providing a comprehensive equality and diversity policy, safeguarding policy and special considerations/needs policy.

Appendix 10 - Terms of Reference for sub-committees

Craol Community Radio forum of Ireland Society Ltd
(Hereafter referred to as Craol)
Terms of Reference Finance Sub-Committee

Date of ToR agreement by Craol Coordination Committee (CCC): 19th February 2021, amendments approved 6th August 2021, amendments made 14th January (No. 6 and 7). Updated 14th January 2022.
Members of Finance sub-Committee: Craol Treasurer and two CCC members.
Supported by: Craol Project Coordinator and Craol Bookkeeper.
This ToR is between CCC and Finance Sub Committee for the following tasks:

Finance Oversight
1. Meet bi-monthly 11:00 – 12:30: dates to be set at beginning of year.
2. Meet November to review financial management practices as outlined in Craol Financial Controls.
3. Implement items on Finance Controls Action Plan.
4. Prepare and recommend an annual budget to be approved by CCC.
5. Monitor annual budget implementation and present financial reports for CCC consideration.
6. Review all bank accounts, income and expenditure transactions, creditors and debtors list, budget expenditure and remaining details.
7. Monitor CRAOL membership tracking sheet and act on membership non-payment.
8. Two approvals are required for payments: two Coordination Committee members on the Finance and Income Generation Group. When not available the CCC Secretary and Chairperson will provide approval. Payments within approved budget lines can be purchased up to €500.00 by Project Coordinator without seeking prior purchase payment. A Purchase Request form will be used for purchases over €500.00.
9. The Craol Treasurer and the Project Coordinator will hold and use the Debit Card.
10. Two Coordination Committee members along with the Bookkeeper and Secretary will be signatories for bank account access. Internet banking will be conducted through a dual login authorisation, consisting of either one of the two Coordination Committee members, with the Bookkeeper. The Secretary will act as backup as required.
11. The two Coordination Committee members with the Secretary are authorised to open or close bank accounts.
12. Maintain a listing of persons with access to online banking.
13. Review and approve movement of funds between financial accounts.
14. In Quarter 3, recommend to the Coordination Committee the amount of unrestricted revenue to be transferred to the Craol Reserve Fund.
15. Annually review the Reserve Fund policy.
16. Review and amend Reserve Fund policy if Craol is facing strained financial circumstances.
17. Arrange updated communication to CRAOL members of any changes in the reserves fund or in the Reserve Fund policy.
18. Appraise that received grant funding is adhering to donor requirements.
19. Review the draft annual auditor report and recommend approval to the CCC.
20. Address matters arising in the Management Letter from the Auditor.
21. Prepare and oversee the BAI M45 reporting requirements.

22. Oversee the retention of financial records.
23. Respond to potential fraud activities in a timely manner.
24. Consult with Governance Advisor on compliance matters.
25. Annually, participate in review workshop with Governance Advisor in Quarter 3.
26. Prepare meeting agendas and reports as per standard CCC templates.

Communications with CCC

- Provide reports to CCC meetings - consisting of headings 1-2.
- To participate in a review of ToR and workplan in Quarter 4, which will be facilitated by Governance Advisor.

Craol Community Radio Forum of Ireland
Society Ltd (Hereafter referred to as Craol)
Terms of Reference Training and Quality Assurance Sub-Committee

Date of ToR agreement by Craol Coordination Committee Approved 8th April 2022
Members: Three members – Two from CCC, and one trainer.
Supported by: Craol Project Coordinator and Craol Governance Advisor.
Reporting to: Craol Coordination Committee
Meet: Quarterly- Recorded

The Quality Assurance Team is a sub-committee of the CCC and is responsible for ensuring compliance and safeguarding of the quality assurance system, by implementing policies and procedures and systems of control.

1. *Quality Assurance System (QAS)*

a) Provide management of QQI re-engagement process as advised by Project Coordinator.

b) Participate in QQI specific meetings on re-engagement process with PC and other personnel

c) Review evaluation of module delivery, feedback from Learners and Trainers

d) Monitor the effectiveness of the QA System throughout the organisation

e) Oversight of and communication with QQI Academic Committee.

f) Monitor and Review Craol's Quality Assurance Manual, policies, procedures and supporting documentation.

g) Monitor and Review Craol QQI Modules delivery and outcomes.

h) Ensure all Craol personnel and trainers are made aware of Craol's QAS through the organisations policies and procedures, quality assurance manual, trainer handbooks, continued professional development workshops and orally on entry to the organisation.

i) Ensure learners are made aware of Craol's QAS through Learners Handbook, reviewing it annually to ensure its current.

j) Identify and respond to risk as it relates to policies and procedures that impact on the quality of programme/module development, approval and delivery and the learner experience.

k) Ongoing review and update (where necessary) of Craol Policies and Procedures.

l) Budget oversights ensuring budgets are managed and administrated as per workplans

m) Report to CCC any concerns re financial or other resources

2. *Results Approval Panel*

a) Monitor feedback from the Results Approval Panel recorded and act on if necessary.

3. *Trainers*

a) Identify and respond to risk related to Trainer availability and implement required actions.

b) Monitor feedback from Trainers, record and act on if necessary.

4. *External Authenticator*

a) Monitor feedback from the External Authenticator, record and act on if necessary.

Budget: €19,150 as per Item 5 in BAI workplan 2023

5. *Skills and Experience Workshops (Training)*

a) Provide oversight and input to CPD workshop delivery as advised by Project Coordinator

b) Prepare and oversee an annual Skills and Experience Workshop plan in conjunction with the Project Coordinator and Governance advisor for approval by the CCC.

c) Source a qualified consultant to design, pilot and develop appropriate online workshops for member stations to include interactive learning, graphics, animation, and video tools. (2023)

d) Provide oversight of workshop delivery as approved by CCC, as per Item 3 in BAI workplan.
Budget of €13,856 as per Item 3 in BAI workplan 2023

6. *Communications with CCC*

7. Meet quarterly to review policies and procedures, to ensure they are in line with legislation.

- Review feedback from all stakeholders and ensure operations are in line with the Ethos of the organisation.
- Provide regular briefings to CCC meetings - consisting of headings 1-5.
- To participate in a review of ToR and workplan in Quarter 4, which will be facilitated by Governance Advisor.

**Craol Community Radio Forum of Ireland
Society Ltd (Hereafter referred to as Craol)
Terms of Reference Results Approval Panel**

**Date of ToR agreement by Craol Coordination Committee Approved September 2008
Amended September 2022**

Members: Three members – Two from CCC, and the Project Coordinator.
Supported by: Training and Quality Assurance Subcommittee
Reporting to: Craol Coordination Committee
Meet: As required - Minutes Recorded

The results approval panel meet to review and approve the external and internal verification results. Assessment results are signed off and approved for certification.

Agenda
1   Review reports on the internal verification and external authentication process
2   Review Learner and Trainer Feedback forms.
3   Identify any issues arising in relation to the results
4   Recommendations for corrective action.
5   Approval and Sign off Results
6   Agree the submission of results to QQI to request Certification

The Craol QQI Results Approval Panel reviews the final marks of all Learners and recommends for certification by QQI.

The results approval panel also documents results and include notes or recommendations which are sent to the Project Coordinator and in turn relayed to the relevant trainers. This data is monitored and documented for future analysis.

C CRAOL
Community Radio Forum of Ireland Society Ltd.

Craol Community Radio Forum of Ireland Society Ltd
(Hereafter referred to as Craol)
Terms of Reference Engagement and Monitoring Sub-Committee

Date of ToR agreement by Craol Coordination Committee Approved: 19th February 2021
Updated November 30th, 2022.
Members: *Craol Chair and One CCC Member*.
Supported by: Craol Project Coordinator and Craol Governance Advisor.
Reporting to: Craol Coordination Committee
Meet: Monthly- Recorded

The **Engagement and Monitoring Sub-Committee** will support Craol-Community Radio forum of Ireland
Society Ltd Coordination Committee and contribute to the overall delivery of the Craol objectives by
providing oversight and assurance to the Board on Craol's effective engagement with members, funders,
regulators, and all statutory and compliance responsibilities.

1. **Compliance:**
a) **BAI- Broadcasting Authority of Ireland**
   Review BAI funded Workplan and provide oversight and approval of BAI funded activities.
   Oversee reports by holding a review meeting twice yearly (March and September) prior to report
   submissions including variation requests to BAI.

b) **Pobal**
   Keep informed on Community Service Programme and contribute to CCC position on CSP.
c) Contribute oversight of any project/funding obligations.

d) **Insurance**
   Ensure adequate insurance is in place for the needs and protection of the organisation.

e) **GDPR, Data Protection and Data Retention**
   Ensure all policies and procedures are adhered to in the running and day-to-day work of the
   organisation.

f) **Enhancement of Charity Status**
   In collaboration with Governance Advisor progress CRAOL application with Charity Regulator
   Authority as necessary.

2. **Policies and Procedures**
a) Take part in ongoing reviews of Policies and procedures to ensure they are current and available to
   all members.

3. **Stakeholders Engagement**
a) Oversight of planning and facilitation of Craol Regional Meetings, Annual General Meetings (AGM)
   and Extraordinary General Meetings (EGM) if applicable.
b) Oversight and approval of Advisory Notes as drafted by the Governance Advisor.

Budget €5,100

4. **Annual Féile and Achievement Awards**
a) Oversee the selection of a Working Group to, design, implement and provide oversight annual Community Radio Féile and Achievement Awards.

Budget €35,880

5. **National Community Radio Day**
b) Oversee the tender process to be circulated to members and selection process for Hosting National Community Radio Day by member Station.

Budget €5000

Communications

- Provide regular briefings to CCC meetings - consisting of headings 1-5.
- To participate in a review of ToR and workplan in Quarter 4, which will be facilitated by Governance Advisor

Craol Community Radio Forum of Ireland
(Hereafter referred to as Craol)
Terms of Reference for Advocacy Sub-Committee

Date of ToR agreement by CCC: approved 18th February 2022.
Members of Group: Two CCC Members and Three members from Craol Stations
Supported by: Governance Advisor. This ToR is between CCC and Advocacy subcommittee
for the oversight of Craol Advocacy.

1. Represent, engage and lobby in advocacy activity with Joint Oireachtas Committee (JOC), relevant public representatives including designated officials, and the Department for Tourism, Culture, Arts, Gaeltacht, Sport and Media, on the recommendations from the Future of Media Commission (FoMC), and the Draft Online Safety Bill.

2. Facilitate workshops and information (including information and briefing notes) with member stations on Craol advocacy activity.

3. Will enlist the expertise of other individuals, as required, in the above Advocacy work.

4. Prepare a suitable format for Craol to avail of the anticipated '*Journalism Bursaries*,' and to engage with the Media Commission to this end.

5. Prepare a suitable model of *Community Media Hubs* with the Department of Department for Tourism, Culture, Arts, Gaeltacht, Sport and Media.

6. Lead on the review and advocacy with the BAI Sound and Vision Community Radio Fund.

7. On monthly basis complete Lobbying Reports and return to Project Coordinator.

8. Will have a working budget of no more than €2,000 which can be expended in accordance with Craol Financial Controls (travel, subsistence and meeting venue hire).

9. Provide regular briefings to CCC meetings - consisting of headings 1-8.