

1. Authority and responsibility for managing Community Service Announcements is delegated to the **Secretary of the Management committee who shall administer suitable Reception staff to perform this service.** ~~a sub-committee of the Management Committee, titled the Community Service Announcements Committee.~~
2. **Reception staff so authorised shall have responsibilities:** ~~Community Service Announcements Committee's responsibilities are:~~
 - 2.1 To contact community organisations within the Association's broadcast coverage area to advise the service provided by the station;
 - 2.2 To scrutinise and approve or disapprove Community Service Announcement material supplied by people or organisations seeking publicity for their services, activities or events;
 - 2.3 To ensure that Community Service Announcements are broadcast only for persons or organisations that provide a service to the community without personal profit;
 - 2.4 To re-word as appropriate any approved material to conform to the Association's policies for Community Service Announcements;
 - 2.5 To make approved Community Service Announcements available to presenters, having regard to the sequence and frequency of repetition of such announcements;
 - 2.6 To remove outdated or expired Community Service Announcements from the list available to presenters.
3. Urgent Community Service Announcements will be managed and authorised ~~2~~from time to time by the Day Manager on duty at the time of receipt, but will be reviewed and processed by the **Secretary of the Management committee** ~~Community Service Announcements Committee~~ at the earliest opportunity.