

**NOOSA DISTRICT COMMUNITY RADIO ASSOCIATION INCORPORATED
POLICY STATEMENT 1.02 - PROCEDURE DEFINITIONS**

1. Procedures may be proposed and defined in writing by any appointed sub-committee of the Management Committee, or by the Management Committee whether or not they impinge on the delegated responsibility or authority of an appointed sub-committee.
2. Procedures will be approved or rejected by the Management Committee, and until they have been considered by the Management Committee remain provisional but in effect.
3. Procedures address specific operational areas of the Association's activities, and define
 - 3.1 Who is responsible for making decisions and initiating actions;
 - 3.2 Who is affected by the procedure;
 - 3.3 What steps shall be followed in making decisions and initiating actions;
 - 3.4 What flow of information must occur in making decisions and executing actions resulting from those decisions;
 - 3.5 What prior or concurrent authorisation is required during the decision-making process;
 - 3.6 What appeals exist from any decisions made under a defined procedure.