

## KPCA Programmer Agreement

This document is a mutual agreement between KPCA management and the undersigned volunteer Programmer (music programmer, reporter, public affairs host, or short feature producer). It must be signed on an annual basis and failure to do so will result in the loss, or not being granted to prospective new volunteer programmers, of on-air privileges. The KPCA Board of Directors will review the agreement on an annual basis.

As a KPCA Programmer, I agree that I will:

- 1) Understand that hosting a program on KPCA is a privilege extended to active PCA members.
- 2) Create programming consistent with the KPCA mission statement.
- 3) Comply with FCC regulations and KPCA policies and procedures.
- 4) Portray KPCA in a positive manner on the air, in station social media, at station events, and when representing the station in public.
- 5) Participate in station development activities such as hosting, co-hosting or phone-banking during pledge drive programs; staffing outreach tables on behalf of KPCA at community events; helping other programmers with technical or production support; recording a promo (for my show and/or the station in general); promoting other shows while doing mine; etc.
- 6) Understand that development and fundraising are the responsibility of everyone at the station and that without development, there would be no KPCA.
- 7) Complete all required training with the understanding that it's your show and you run it. Staff is only available to assist on a limited basis.
- 8) Treat with dignity and respect KPCA listeners, PCA members, volunteers, board members, and staff. There is zero tolerance for any type of discrimination or harassment, which is here defined as: conduct that creates a disrespectful, intimidating, hostile, degrading, humiliating, or offensive environment for an employee or fellow PCA member.
- 9) Present program content consistent with the genre, format, and concept of the program I host.
- 10) Be open to receiving feedback on my programming from management and peer evaluations.
- 11) Music: present spoken breaks on music programs that are relevant, informative, engaging, and suitable in length for the program.
- 12) Spoken-word: present news, public affairs, and other spoken-word programming that is useful, relevant, informative, credible, fair, and educational. Programming will be engaging and include authentic voices and opportunities for listener participation when appropriate. Programming will represent complex issues as complex, identify multiple perspectives and fully disclose any connections between the Programmer and the subject matter.
- 13) Be prepared and on time for my program and/or for related production deadlines. In instances where I become unable to meet this requirement, I will make appropriate arrangements in accordance with station policies a procedures.
- 14) Operate and use station equipment and facilities properly and promptly report technical problems to the Station Manager.

- 15) Understand that station management reserves the right to schedule broadcast programming according to its perception of the station's best interests, and to reschedule programming in the event that it is necessary to preempt regularly scheduled programs in order to broadcast special content in a timely manner.
- 16) Understand that KPCA is a component of the PCA media operation and that PCA Procedures (available on line at: <http://pca.tv/about/policies/>) apply to all KPCA programmers who are using PCA resources.
- 17) Understand that station management reserves the right to revoke my authorization to be a programmer on KPCA if they determine that I have willfully violated the terms of this agreement, and that I may appeal any such revocation through the PCA Grievance Policy.
- 18) Understand that station management will treat all programmers respectfully and fairly when evaluating programming.
- 19) Understand that I may address my questions and concerns regarding station mission, policies, and/or procedure by approaching station management. My questions and concerns will receive full consideration. I also understand that if I appeal a programming decision made by station management, any decisions made by the PCA Board regarding my appeal are final.

I, the undersigned KPCA Programmer, have read the KPCA Programmer's Handbook and understand the responsibilities required to be on the air as a Programmer as described herein and fully agree to comply with the terms set forth in this agreement.

Programmer Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email contact: \_\_\_\_\_

Type of Show: \_\_\_\_\_

- *Please note: This document is a work-in-progress. Programmers will be required to sign a new agreement when it is finalized. Thank you for helping us to build a stable, vibrant, and community friendly radio station.*