

Introduction to Collectives and How They Work at KBOO

-- CURRICULUM --

Whether forming a new KBOO Collective or joining an existing one, this class will introduce the current Collectives at KBOO and explain how they function, discuss membership requirements, insure that KBOO values are observed, and serve as a resource from established KBOO Collectives.

INTRODUCTION

- Theory of collectives
 - What is a collective
- People with common interests who function collaboratively, share responsibilities, and provide support to [autonomously] produce a KBOO program. The Collective culture reflects KBOO's core values. The Collective is responsible for the actions of each member and for their program content.
 - APPENDIX I: Collective Articles and Books
- Collectives at KBOO
 - Types of KBOO Collectives: Music, Public Affairs, Youth, Podcast, Multiple hosts.
 - Collectives: Prison Pipeline, QTPOC Talk, Transpositive PDX, Right to Survive, Rose City Native Radio, Bread and Roses, Old Mole Variety Hour, A Different Nature, Grateful Dead & Friends. Hosts approved by Collective.
 - Multiple hosts: Africa Oye, News Team, 1-2-1-2, etc. Hosts are approved by KBOO.

HOW COLLECTIVES FUNCTION

- Mission Statement
- Democratic Management
- Guidelines
- Meetings

HOW TO JOIN A COLLECTIVE

- Complete KBOO Orientation and trainings: Legal Training, Intro to Studio & Audio Production, Listening Session. Required trainings for on air programmers.
- Complete the Public Affairs Program Essentials training
- Follow Collective 'How to Join' instructions
- Sign 'On Air Volunteers Contract' during Legal/FCC training.

HOW TO FORM A COLLECTIVE

- Write a Program Proposal to submit to KBOO Program Staff
- Create a Mission Statement
- Recruit members through KBOO and/or social media and/or other outreach
- Create Guidelines/Meeting Requirements

KBOO REQUIREMENTS

- All Collective members are required to
 - participate in KBOO membership drives
 - attend a few all-station meetings per year
 - abide by KBOO On Air Volunteers Contract
- Meeting Minutes
 - Post Collective meeting minutes physically at KBOO and send/give to KBOO program staff. Six months of minutes should be public. If unable to physically post at KBOO, send digitally to program staff with request to post
- Follow KBOO after hours/weekend access, sign-in instructions

- Submit updated Collective member Contact List each time there is a change in membership. Include name, phone # and email.
- Submit Collective emergency plan to KBOO staff and engineers/board ops.

KBOO RESPONSIBILITIES TO COLLECTIVES

- KBOO On Air Volunteers Contract:
 - Inform volunteers of changes in relevant FCC regulations, Station Policy, and other KBOO business
 - Give advance notice of planned preemptions as soon as reasonably possible after preemption decision is made
 - Respond to questions, complaints, criticisms, and help with solving problems
 - Activate Conflict Resolution process for issues other than programming
- Review and evaluate Collectives or individual production
 - Program staff will attempt to do this once every two years, and may be available to evaluate upon request

COLLECTIVE MEMBER REQUIREMENTS

- Collective Meeting Attendance Requirements - (can vary depending on Collective)
 - If 3 meeting absences, membership in the Collective can be revoked
 - Advance Notice of Meeting Absence is required.
- Adhere to Collective's Mission Statement in the production of program
- Abide by Collective's Guidelines
- Actively Participate in Collective
- Listening to other Collective members' programs, especially public affairs, can offer perspective, cultivate ideas, provide historical content including local-global focus, and can help enhance your own programming
- Collective program engineers/board ops are Collective members. For successful communication between hosts and engineers, see 'Your Board Operator' in KBOO's 'Planning an Exciting Public Affairs Program'

HOW KBOO COLLECTIVES FUNCTION

- Mission Statement: a clear and compelling statement that identifies the Collective, states its purpose and reflects KBOO's core values
- Democratic Management: share responsibilities; without a leader or hierarchy
 - Examples of Tasks:
 - Follows up with potential members, helps a new host-in-training
 - Updates contact list, promotes programs, sends reminders
- Guidelines: each Collective has Unique Requirements
 - How to Become a Member of a Collective-Examples:
 - You are automatically a member after attending 3 meetings
 - Prison Pipeline: fulfill Collective requirements for a period not to exceed 6 months, then Collective votes you in.
 - Decision Making Process
 - Other Guidelines can include Program Intro/Outro, Theme Song, etc.
- Meetings:
 - Observe KBOO Core Values and KBOO Meeting Guidelines
 - Meeting Roles
 - Facilitator: welcoming, runs the meeting, encourages participation
 - Notetaker : records meeting, sends out within 5 days after the meeting
 - Timekeeper: keeps the meeting on time, holds people accountable
 - Meeting tasks

- Prepare next meeting agenda in the final minutes of current meeting
 - Talk about broadcast topics in each meeting so members can share expertise with each other – suggest topics, guests
 - Create production teams and roles for next shows
 - Promotion/Website tasks
- Share Responsibilities, Rotate Roles
 - Participate in meetings in a fair and equitable way.
 - In an emergency all roles are covered if cross training is successful
 - Is everyone doing something they want to do? Avoid stagnation
- Meeting Location
 - Pros of meeting at KBOO - there is no barrier to people attending. KBOO is accessible, don't have to buy anything to use the building, the equipment is here to train during meetings, other resources
 - Cons of meeting at KBOO - can engage the public and promote your show. Can sometimes focus better in another environment. Could be a private space that a member makes accessible to the group.

REVIEWS & UPDATES

- Collective should periodically review and update its Mission Statement, Guidelines, etc. and evaluate the Collective

COMMUNICATION PLAN

- Within The Collective
 - How does the Collective communicate with its members - List Serv, Google group (Jenka sets up list serv or volunteer's KBOO email - send request)
 - Member Contact List should include current phone number and email info. Contact List should be updated as Collective membership changes.
- To and From KBOO
 - All Collectives have program staff as point person, depending on the time of day they are on the air
 - AM Public Affairs – Derric amnews@kboo.org
 - PM Public Affairs – Canaan canaan@kboo.org
 - All Others - Erin program@kboo.org
 - Communicate on air schedule, meeting schedule and contact information to staff point person
 - Communicate Emergency Plan to staff point person and program director
 - How to develop emergency plan information below
 - All Collective members should receive and read Program Director's monthly All Programmers' email.
 - KBOO staff should have the Collective's current Member Contact List.
- Promotion
 - All Social media posts should tag KBOO
 - Create schedule episodes on KBOO website as early in advance as possible so the Social Media team can help promotion
 - Request youtube 'how to use KBOO website' – email Erin Yanke
- Add new Collective members to all communication lists

PRODUCTION

- Collective Members are responsible for production: topic, guests, scheduling, research, interview, hosting and promoting show

KBOO helps some Collectives with production with host input and approval.

- Review for production:
 - KBOO Core Values
 - KBOO Programming Charter
 - PM/PA Directors' Standards of Content
 - Public Affairs Programming Essentials
- Cooperate with KBOO Requests (examples):
 - Read Mission Statement at beginning of each program.
 - Provide Engineer & AM/PM Directors with Run Sheet, Program information
 - Follow Board Operator guidelines
- Evaluations
 - Have a plan to critique shows/give feedback
 - Self-evaluation forms are available at KBOO
 - Seek feedback/Ask a Collective member for feedback
- Follow Collective guideline for tracking production

EMERGENCY PLAN

- Have a CD and a digital file backup for each episode
- Produce episodes to use in the event of a no-show, host emergency, etc.
- Know a go-to radio program that is like yours that is available on Audioport
- Make sure KBOO Program Staff, all Collective Members including Engineers/ Board Ops know the plan!

CONFLICT

- Systems for dealing with conflict within the Collective
 - Review KBOO or Collective guidelines that apply
 - It is always best to address issues immediately:
 - Speak directly with someone who has offended you
 - Be tolerant and respectful
 - Verbal or physical violence is not tolerated
 - Talk to Volunteer Coordinator Ani Haines
 - Talk to KBOO program staff

HOW TO LEAVE A COLLECTIVE

- Tell your Collective
- Notification in email or letter to program staff, Ani, and Program director
- Update your Collective member Contact List and distribute

IMPORTANT THINGS TO REMEMBER

- KBOO Core Values, Mission Statement, Program Charter
- Meet each other where we are - people have different levels of knowledge and consciousness - part of working in collective. People will have different working styles - do not shame people for not knowing information, instead help guide them
- Stick with your Collective guidelines and process - gets messy when we don't
- Participating in a Collective is often more work than having your own show, but can also be more rewarding and more fulfilling
- Can always go to staff person with issues or questions
 - Staff contact information is on the KBOO whiteboard and listed in Contacts on last page of Curriculum

CLASS HANDOUTS

KBOO Info page
KBOO Trainings-required
How to Recruit Members-sample
Collective Agenda-sample
Collective Minutes-sample
Mission Statements-sample
Collective Tasks
How to Write a Guideline
Facilitating a Meeting
PM/PA Directors' Standards of Content
Board Operator/Engineer
Run Sheet-sample
KBOO Skills Evaluation
Emergency Plan
Interviewing
KBOO Class Feedback

KBOO POLICIES & FORMS

KBOO Values, Mission Statement, Policies <http://kboo.fm/about-kboo>
KBOO Programming Charter <http://kboo.fm/about-kboo>
KBOO Program Proposal form <http://kboo.fm/program-proposal-form>
KBOO Conflict Resolution Process
KBOO Membership Drive Participation Requirements
KBOO On Air Volunteers Contract
KBOO PM/PA Directors' Standards of Content

KBOO WEBSITE: <http://kboo.fm/>

How to Create a New Episode <https://www.youtube.com/watch?v=PMtAFNBO3OQ>
How to Create & Add a New Host <https://www.youtube.com/watch?v=Vf29MoOVTG0>

CONTACTS

AM Public Affairs – Derric Crooks amnews@kboo.org
PM Public Affairs – Canaan Schlesinger canaan@kboo.org
PM News – Charity Marchandt - newsdirector@kboo.org
Volunteer Coordinator – Ani Haines volunteer@kboo.org
Other – Erin Yanke program@kboo.org
Webmaster: Jenka Soderberg web@kboo.fm

APPENDIX

APPENDIX I : COLLECTIVE BOOKS & ARTICLES

(KD, MD, DC, EY - Oct 2016)