

Prison Radio International Advisory Board Statement of Organisation and Purpose – May 2024

Background

The Advisory Board of Prison Radio International (PRI) is a group of between five and 15 individuals drawn from different countries and regions of the world who meet four times each year.

Members of the PRI Advisory Board have experience of developing or supporting projects that use audio in criminal justice settings to support people in prison (or after release) and their right to communication.

The role of Advisory Board members is to support PRI in achieving its strategic aims.

PRI will strive to include people who have spent time in prison as Advisory Board members, in acknowledgement of the specific expertise this experience brings.

Responsibilities

PRI Advisory Board members will:

- Attend at least 75% of full meetings every year. In the event they cannot attend, they should send notification in advance, which will be noted in the Minutes.
- Read the papers distributed in advance of meetings, and contribute positively to discussions.
- Be willing to contribute a minimum of five days (40 hours) of work per year to their role on the Advisory Board.
- Respond to ad hoc requests for support for PRI activities. For example, if their particular expertise is required on a topic that arises, or to distribute / promote PRI operational or evaluation materials to prison radio projects in their region or to their broader networks.
- Contribute to at least one Working Group throughout their tenure on the Advisory Board.
- Adhere to the Values of PRI in all prison radio related work they do.
- Have a mandate to advise or make recommendations relating to:
 - the strategic direction of PRI
 - funding proposals or applications that could support the work of PRI
 - the work of PRI in their own country or region
 - funds allocation across the PRI Network to achieve PRI strategic aims
 - publicly support the work of PRI in their country or region

The Chair of the Advisory Board will:

- Chair meetings, ensuring each Advisory Board member is given opportunity to comment and be heard.

- Work closely with the secretary to plan and prepare for Advisory Board meetings, including drafting and distributing agendas, and other papers, for Advisory Board members to read in advance of each meeting.
- Review Minutes each meeting (a written record summarising the discussions and detailing actions agreed) and circulate for approval by the Advisory Board at the next meeting.
- Have the casting / deciding vote in the event of any tied Advisory Board votes.
- Lead on recruitment of new Advisory Board members, in conjunction with the Board Development and Nominating Working Group.
- Record and consider the implications of any declared conflicts of interest.
- Raise any conduct which may bring PRI into disrepute, or is not in line with PRI Values with individual Advisory Board members, or, if necessary, with the whole Advisory Board.
- Discuss any decision to remove a member from the Advisory Board other than at the end of their service with the whole Advisory Board before taking a decision.

The Secretary of the Advisory Board will:

- Work closely with the chair to plan and prepare for Advisory Board meetings, including drafting and distributing agendas, and other papers, for Advisory Board members to read in advance of each meeting.
- Plan meeting dates, book rooms / send out virtual meeting invitations and ensure all other necessary papers are collated and distributed to Advisory Board members at least one week ahead of Advisory Board Meetings.
- Take notes at meetings and draft and distribute Minutes of each Advisory Board meeting for review by the chair before being shared with Advisory Board for approval at the next meeting.
- Support Advisory Board Working Groups with information about PRI they may need to complete their tasks within their working groups.

Terms of Service

Advisory Board members may serve terms of two years and can stand for reappointment for a further two-year term, with support from a majority Advisory Board decision. After serving a second term, Advisory Board members must step down, other than in exceptional circumstances – and with the unanimous agreement of the Advisory Board.

The chair and the secretary of the Advisory Board will serve terms of three years and can be reappointed for a further three-year term, decided through a majority Advisory Board decision. After serving a second term, the chair and secretary must step down, other than in exceptional circumstances – and with the unanimous agreement of the Advisory Board. The same person can take on the roles of chair and secretary of the Advisory Board.

An advisory Board member must have served at least one complete term to be considered for appointment as chair of the Advisory Board.

After stepping down from the Advisory Board, individuals cannot be reappointed for a period of two years.

New members and the chair and secretary will be appointed by majority decision of the Advisory Board. Quorum is 50% of the membership of the Board at any given time.

Recruitment

This will be overseen by the chair and the Board Development and Nominating Working Group, and will run annually, in January, for appointment before the first meeting of each year.

Advisory Board members will be recruited related to skill gaps on the Advisory Board to support PRI in the achievement of its strategic aims.

Remuneration

There are currently no funds for remuneration of Advisory Board members. If remuneration can be sourced, the priority for any funds will be to compensate any members of the Advisory Board who are not otherwise in prison radio related employment with any out-of-pocket expenses associated with their time and work on the Advisory Board.

As soon as any funds are raised to support the Advisory Board in its work, a Treasurer will be appointed to administer these funds on the same terms as the chair and the secretary.

Advisory Board Standard Working Groups:

- Board Development and Nominating – responsible for designing and implementing the recruitment of Advisory Board members and other nominated roles, developing other positions as required to support the Advisory Board in its work, and reviewing the functioning of the board, suggesting any amendments for approval by the Board

Advisory Board Ad Hoc Working Groups 2024:

- Global Best Practice Frameworks working group will work together in 2024 to:
 - Review existing models of best practice / ethical guidance in audio production. Request and review any existing best practice frameworks/guidelines from PRI network members.
 - Develop an initial list of areas for inclusion in the Best Practice Framework.
 - Produce a first draft of a global best practice framework to support new and existing prison radio projects.

Roles of Working Group Members:

- Each Working Group will be constituted by at least two Advisory Board members.
- The chair of the Advisory Board can be a member on a Working Group.
- Each Working Group must appoint one Member as the chair of the Working Group to coordinate their activities.
- All Working Group members must agree the Scope of activities and this Scope must be approved by the Advisory Board ahead of them starting work on each project.
- Working Groups may co-opt non Advisory Board members to support their work.

Review of the Terms of Reference

This document will be reviewed every year and updated with appropriate changes reflecting the growth and strategic aims of PRI. Changes will be approved by a majority decision Advisory Board members.