

Music Committee SOP

These are the standard operating procedures (SOP) for the WEFT Music Committee. This copy should not be considered definitive; if in doubt, check the history or contact the chair at music@weft.org.

- Adopted October 17th, 2005
- Amended November 20th, 2006

I Mission Statement

The WEFT Music Committee is tasked with supporting and facilitating the station's diverse musical broadcasts. As such, it is the Committee's duty to maintain the station's library in addition to developing and supporting relationships with record labels and promotions companies that encourage the consistent cost-free delivery of new music. The Committee is further responsible for the entire lifecycle of music at the station, from delivery and processing to culling and retirement as well as advocating and providing for library space.

II Music Committee Overview & Responsibilities

The Music Committee is explicitly responsible for all tasks and obligations of Music Committee member positions. If any Music Committee member positions are unoccupied, the duties of those positions are to be distributed across the MC membership. The Music Committee will decide how to delegate these duties.

III Music Committee titled positions

A. Chair

I) Overview

The Music Committee Chair coordinates Committee actions and conducts monthly meetings. In addition, the Chair acts as the spokesperson for the Committee vis-a-vis all other WEFT bodies. The Chair works to resolve Music Committee issues in an amicable fashion.

II) Rules & Responsibilities

- a) The Music Committee Chair must plan meeting agendas.
- b) The Music Committee Chair must issue a meeting announcement at least one week in advance of the meeting, and must include the meeting agenda.
- c) The Music Committee Chair acts as communication liaison with the Board of Directors, the Station Manager, and all other WEFT bodies.
- d) The Music Committee Chair is the general Music Committee volunteer coordinator.
- e) The Music Committee Chair must attend each introductory airshifter training course, or designate a suitable substitute from among the members of the Music Committee.
- f) The Music Committee Chair maintains the Genre Director contact list.
- g) The Music Committee Chair obtains colored tape and white adhesive labels for Genre Director use.
- h) The Music Committee Chair informs the Music Committee Secretary of Music Committee members who have requested and been granted approved absences from meetings.

- i) The Music Committee Chair is elected by the Music Committee.
- j) The Music Committee Chair has a 1-year term of office.
- k) The Music Committee Chair must be a WEFT Associate.

B. Vice Chair

I) Overview

The Vice Chair assists the Chair in the performance of his/her duties.

II) Rules & Responsibilities

- a) In the event of the Chair's absence, the Vice-Chair shall conduct the monthly Music Committee meeting. If necessary, this includes issuing the meeting notice and agenda one week in advance of the scheduled meeting.
- b) The Vice-Chair shall perform any other tasks reasonably delegated to him or her by the Music Committee Chair.
- c) The Vice-Chair is nominated by the Chair, subject to the approval of the Music Committee at its next regularly scheduled monthly meeting.
- d) The Vice-Chair must be a WEFT Associate.

*Note: Section B added 8/17/09.

C. Genre Director

I) Overview

The Genre Directors take responsibility for the growth and maintenance of a specific kind of music within the station. This system allows for a more personal, knowledgeable, and responsive system of music direction for WEFT. Genre Directors are WEFT's sole contact points to record labels and distributors.

II) Rules & Responsibilities

- a) Genre Directors are WEFT's sole contact point for record labels and distributors. As such, Genre Directors must be responsive to the requests of airshiffters.
- b) Genre Directors create a weekly "top ten" based on airplay to be submitted to the Charting Coordinator. Genres not represented in music publications reported to by WEFT are exempt from this duty.
- c) All Genre Directors must maintain a good working relationships with the labels that service music to their genre.
- d) All Genre Directors must process new music in a timely and regular manner.
- e) All Genre Directors must check their mailboxes on at least a weekly basis.
- f) All Genre Directors must participate in Pledge Drive tasks (see section 4.F).
- g) All Genre Directors must participate in culling (see section 4.E).
- h) Genre Directors can take home music for processing with the expectation that they'll return the music within one week.
- i) All Genre Directors must be members of the Music Committee.
- j) All Genre Directors are elected by the Music Committee.

D. Secretary

I) Overview

The Music Committee Secretary takes input from Music Committee members and incorporates it into monthly meeting minutes. These minutes are published by the Secretary in a timely manner to WEFT mailing lists and the station announcement board. Additionally, the Secretary tracks attendance and Music Committee membership.

II) Rules & Responsibilities

- a) The Music Committee Secretary records minutes for all Music Committee meetings.

- b) The Music Committee Secretary must be receptive to Music Committee members for changes to previous minutes.
- c) The Music Committee Secretary tracks Music Committee attendance and provides a report to the Music Committee Chair detailing the following (according to Membership rules detailed in section 4.A):
 - i) Music Committee Member absences.
 - ii) Music Committee Member eligibility.
 - iii) Current Music Committee Membership list.
- d) The Music Committee Secretary must print paper copies of approved minutes and post them on the station announcement board.
- e) The Music Committee Secretary must publish approved minutes and official vacancy announcements to the WEFT-A mailing list following each Music Committee meeting.
- f) The Music Committee Secretary must post proposed Music Committee minutes to the WEFT-M mailing list within two weeks of the Music Committee meeting.
- g) The Music Committee Secretary must be a member of the Music Committee.
- h) The Music Committee Secretary must show up to all Music Committee meetings.
- i) The Music Committee Secretary is elected by the standard Music Committee nomination procedure (see section 4.B.IV).
- j) The Music Committee Secretary has a 1-year term of office.

E. Playlist Coordinator

I) Overview

The Music Committee Playlist Coordinator maintains the playlist binder and handles general policing of playlist rules.

II) Rules & Responsibilities

- a) The Music Committee Playlist Coordinator maintains playlists in the playlist notebook. At any time, the playlist notebook must contain both the current playlists, and those from the previous two weeks.
- b) The Music Committee Playlist Coordinator must keep the playlist binder tidy.
- c) The Music Committee Playlist Coordinator generates a report once a month for the Music Committee on airshifTERS who fail to maintain the Programming Committee's 25% new music requirement or who fail to provide their playlists. Part of this task inherently requires that the Coordinator knows who has a new music exemption and which shows are not required to turn in playlists.
- d) The Music Committee Playlist Coordinator photocopies blank playlists, punches binder holes, and places them in the main studio.
- e) The Music Committee Playlist Coordinator must be a member of the Music Committee.
- f) The Music Committee Playlist Coordinator is elected by the standard Music Committee nomination procedure.

F. Charting Coordinator

I) Overview

The Music Committee Charting Coordinator creates and distributes copies of the charts to relevant publications. This is a comprehensive task, and may require creating additional charts other than those provided by Genre Directors.

II) Rules & Responsibilities

- a) The Music Committee Charting Coordinator must collect top-ten lists from Genre Directors.

- b) The Music Committee Charting Coordinator sends these lists, as well as aggregate lists, to the publications where WEFT charts.
- c) The Music Committee Charting Coordinator must send a copy of station charts to the WEFT-M mailing list.
- d) The Music Committee Charting Coordinator must be a member of the Music Committee.
- e) The Music Committee Charting Coordinator is elected by the standard Music Committee nomination procedure.

G. Mail Coordinator

I) Overview

The Music Committee Mail Coordinator handles mail for the Music Committee. The Coordinator distributes properly labeled mail to the Genre Directors and makes a best attempt to appropriately distribute generically labeled music.

II) Rules & Responsibilities

- a) The Music Committee Mail Coordinator must handle mail for the Music Committee. This means:
 - i) Distributing packages to Genre Directors appropriate to their labeling.
 - ii) Opening generically addressed mail.
 - iii) Listening to such music and determining which mailbox the music should be delivered to.
 - iv) Generically addressed mail encompasses packages labeled for the following:
 - 1. "WEFT"
 - 2. "Music Director"
 - 3. Genre-unspecific shows.
 - v) If the Mail Coordinator can't determine where the music belongs, the music is placed in the to-be-sorted box.
- b) The Music Committee Mail Coordinator must understand that this job is a near-daily task.
- c) The Music Committee Mail Coordinator must bring the to-be-sorted-box to monthly meetings for processing.
- d) The Music Committee Mail Coordinator must be a Music Committee member.
- e) The Music Committee Mail Coordinator is elected by the standard Music Committee nomination procedure.

Policies

A. Music Committee membership requirements

I) How to gain WEFT Music Committee member status

- a) To be a WEFT Music Committee member one must be a member of WEFT. Membership in the Music Committee is open to all WEFT members.
- b) Prospective members must attend 2 consecutive Music Committee meetings. Membership will be offered on the second meeting, and must be explicitly accepted.

II) How to maintain Music Committee member status

- a) To maintain one's Music Committee member status, one may miss only 2 consecutive meetings without an approved excuse.
- b) Further, Music Committee members must attend 6 meetings within any contiguous 12 months.
- c) In the event of either of the above, removal from the committee is immediate, no vote

required.

d) At any time a Committee member may resign their membership. If announced during a meeting, the resignation will take effect at the meeting's conclusion.

III) Music Committee membership can be explicitly revoked by the Music Committee for cause, including violation of the Standard Operating Procedures.

a) This act requires a vote, and to pass requires at least a 2/3 approval by present voting members of the Music Committee. Abstentions are treated as per normal voting.

b) Upon the proposed vote, the issue is tabled until the following meeting. Cause must be noted in Committee minutes, and the vote must be an agenda item for the next meeting.

IV) Should one lose Music Committee membership due to a policy/procedure violation, the removed member will lose all duties related to Music Committee volunteer position. The former member will not be allowed to re-begin the process of becoming a member for a period of time determined by the Music Committee.

V) In-absentia Membership (added 2/16/09)

a) In-absentia membership is an ongoing excused absence extended to Music Committee members whose employment or personal circumstances change such that they are no longer able to attend regular monthly Music Committee meetings.

b) Such an excused absence can be granted temporarily by the Music Committee Chair if necessary, but should be ratified by a majority vote of the full Music Committee membership at the earliest possible opportunity.

c) In-absentia members are non-voting participants until they are able to resume regular meeting attendance.

d) In-absentia members must maintain regular communication, preferably via e-mail, with the Music Committee Chair. This communication should include volunteer activity and any relevant concerns.

e) In-absentia members are still held to all other duties and responsibilities of their volunteer position.

B. Voting and Elections

I) Unless otherwise specified in this document, the Music Committee operates by majority vote, defined as greater than 50% of present voting members. Abstentions are removed from the pool of voting members.

II) No votes may be taken without 50% quorum of the Music Committee membership. Abstention votes have no effect on quorum.

III) Election of Music Committee Chair and Genre Directors

a) Vacancies and election dates must be announced to WEFT at large.

b) Elections for vacant positions can be held no earlier than one regularly scheduled monthly meeting after their official announcement.

c) All candidates must present themselves to the committee for consideration, and answer questions presented to them.

IV) Music Committee Nomination process

a) All remaining named positions are filled via the nomination process.

b) These positions may be filled in the short term by the Music Committee Chair, and Music Committee volunteers may serve with this authority until the next Music Committee meeting following their appointment.

c) At the following Music Committee meeting, the Music Committee volunteer's appointment is given an approval vote by the Music Committee. With approval, the Music Committee volunteer may continue the position, but without approval a new Music Committee volunteer must be found.

C. Processing rules

- I) New music is expected to be processed in a timely fashion. It is the Genre Director's discretion what gets added to the library from within their genre and what does not.
- II) Steps for processing new music
 - a) Genre Director receives music, either directly or passed to them by the Mail Coordinator.
 - b) Disc faces and the backs of cases are marked "WEFT" and dated with the date of processing in permanent ink.
 - c) The CD covers are given blank stickers side-by-side for comments and airplay dates.
 - d) The spines are marked with the appropriate colors for the genre.
 - e) CDs are placed in the main studio on the new music shelves. CDs stay there for 3 months from the date of processing.
 - f) After the three months, CDs are moved to the appropriate shelves in the Great Hall.
- III) Catalog music should not be recorded on charts.
- IV) Catalog music should be marked with the word "catalog" on the blank stickers.

D. Soliciting and Borrowing Music

- I) The general policy of the Music Committee is that CDs may not be removed from the station.
- II) Genre directors may, at their discretion, specify exceptions to the above general policy as regards the music under their control in the music archives. Airshifter must seek permission from the appropriate genre director before borrowing any music. Removal of archived music without permission may be considered theft.
- III) In genres without genre directors, music in the archives may be borrowed at the discretion of the Music Committee Chair.
- IV) New music (i.e., music in the mail crate, in the WEFT music room, or on the new music shelves which has been there for less than 3 months) may not be removed from the station. Removal of new music will be considered theft. [Exceptions are allowed for genre directors for the purpose of previewing new arrivals, as specified under Music Committee SOP Section 3.3.C(II)(h).]
- V) All correspondence sent to WEFT regarding music, whether solicited or unsolicited, is the property of WEFT. No airshifter who is not a genre director may in any way misrepresent himself or herself, by purporting to act as an agent of WEFT, in order to solicit music for personal purposes.
- VI) In an instance where there is no acting genre director, an airshifter wishing to solicit music for WEFT must receive permission from the Music Committee Chair before contacting record labels, distributors, or promoters. All music solicited in this manner must be processed for inclusion in WEFT's music library, under the supervision of the Music Committee Chair, in accordance with Music Committee SOP 4.3 (C. Processing Rules).
- VII) Any violation of the above rules will be referred to the appropriate authority for corrective or punitive action. Depending on the severity of the offense, such authority may be the Station Manager, the WEFT Programming Committee, or the local police.

*Note: Section D amended 10/19/09; subsection IV further amended 11/16/09.

E. Culling and Release of Music

- I) Culling is a two-step process:
 - a) The Genre Director decides what is to be culled. Potential culls are placed in an easily-accessible well-marked container. The potentially culled music stays there for 1 month.
 - b) During this month, WEFTies may remove music from this crate by placing the album back on the shelf. Whatever remains at the end of the month is taken away.
- II) It is the Music Committee's obligation to create an annual culling schedule on or before the first

meeting of the calendar year.

III) No more than 1 genre is to be culled simultaneously.

IV) Culled music is placed in storage upstairs until such time as it is released from WEFT.

V) Releasing music from WEFT entails stamping the album face and liner notes with a stamp that reads "RELEASED FROM WEFT RADIO".

VI) Music that has been culled may be released by the Music Committee or volunteers empowered by the Music Committee.

VII) Released music is dispersed under the authority of the Music Committee.

F. Pledge Drive

I) All Genre Directors are required to prepare for the Pledge Drive.

II) The Genre Directors are charged with requesting music giveaways for use as Pledge Drive premiums.

III) A list of each genre's premiums must be delivered to the Music Committee Chair 1 week prior to the start of Pledge Drive for use in the station premium binder. The contents of this list must include the genre, the artist, the album name and, optionally, a description.

IV) All premiums are to be inventoried: cataloged and alphabetized by genre. This must be done prior to the start of Pledge Drive.

G. Future update cycles of the Standard Operating Procedure

I) This Standard Operating Procedure must be re-approved every 2 years.

II) This document will expire on September 19, 2007.

H. Definitions

I) Music Committee Member: any member of the Music Committee (see section 4.A).

II) Music Committee Volunteer: any Music Committee member holding a titled position on the Music Committee (see section 3).

III) New Music: all music received by WEFT within three months of being processed.

IV) Catalog Music: music that is at least one year old, but is sent to the station despite its age.

V) Library: WEFT's enormous collection of CDs in the Great Hall.

VI) Culling: thinning the library to make room for new arrivals.

VII) Released Music: culled music that has been stamped by the Music Committee as "RELEASED FROM WEFT RADIO".

I. Meetings

I) The Music Committee meets on the 3rd Monday of every month at 6:30 PM at WEFT.