

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS

PART ONE: REGULAR QUESTIONS

Q: How do I become a member of WRSU?

A: Any undergraduate or graduate student can automatically become a member of WRSU by simply going to the department meeting of choice. Feel free to call the station at 932-7800 and ask to speak with a manager to find out more information.

Q: I'd really like to be on the air as soon as possible. How long should I expect this to take?

A: It depends on the department (sports, news or regular programming) but everyone should expect a minimum of one semester of preparation before being allowed on the air. It may take longer in some departments than others.

Q: How strong is WRSU's signal?

A: WRSU broadcasts at 1365 watts, reaching an approximate 30 mile radius from New Brunswick.

Q: I know a local business that would really like to advertise on WRSU. How would they go about purchasing air time?

A: WRSU is a non-commercial station and thus the FCC does not permit us to air advertisements. However, businesses are allowed to underwrite programming at WRSU. Please see the WRSU underwriting guidelines for further information.

Q: What is WRSU's webpage address?

A: www.wrsu.org

Q: Who can attend Managers and Radio Council meetings?

A: Any station member can attend either or both of these meetings. Non-station members should inquire about attendance prior to the meetings. Managers are required to attend both Managers and Radio Council meetings. More than two absences in either of these meetings per semester, except for a valid reason (class conflict, etc.) will result in reprimand or dismissal. Radio Council members are required to attend monthly Council meetings and may miss more than two Radio Council meetings per year or risk reprimand or dismissal. Attendance at both Managers and Radio Council meetings takes precedence over all other radio station activities.

Q: When do new Managers and Radio Council members take over after being elected?

A: New Managers will be expected to accept their duties no later than the end of the Spring Semester. New Managers must attend all meetings during the transitions period. New Radio Council members need to attend the April meeting, but will become full members after that meeting.

Q: What does the Radio Council do compared to the Department Managers?

A: The Radio Council is the overall governing body of the radio station. As such, the Radio Council votes on large expenditures of money, elects managers, and enacts policies that govern the radio station as a whole. The Managers run the day-to-day affairs of their departments and collectively, the radio station. (See Description of Managers' Duties)

Q: What does the Broadcast Administrator do?

A: The Broadcast Administrator is a Rutgers staff member with professional radio experience. There are four basic jobs he/she performs: account for all revenues and expenditures, chair the Radio Council meetings, advise the General Manager on day-to-day operation of the radio station and keep the radio station operating within FCC guidelines.

Q: How much time is required to be a Manager or Radio Council member?

A: The average Manager spends between two and five hours per week. A minimum of two hours is required for office hours. Attendance at Managers and Radio Council members are only required to attend hourly meetings once per month while school is in session. Of course, the more time you put into WRSU, the more you will get out of it.

Q: Can I have a friend do my show for me?

A: Only an approved WRSU DJ may substitute for another DJ. Allowing a non-approved DJ to run a show is a violation and will result in suspension/expulsion from WRSU.

Q: If you don't have any music that I like, what can I do to change that?

A: You are encouraged to get involved with various departments within the programming area of the station, such as the Music Department. By working with the management, you can influence the style of music WRSU plays. Meeting times for the Music Department are posted around the station.

Q: Can any station members be paid or receive college credit for working at WRSU?

A: No, University policy clearly states that WRSU is a voluntary organization. However, promotional giveaways, all-expense paid trips to conventions, and retreats are awarded to managers and staff that demonstrate hard work and dedication.

Q: Can I borrow CD's from WRSU?

A: As far as WRSU is concerned, the line between borrowing and stealing is very thin. You may not borrow anything from WRSU without direct permission from a manager. If you borrow something without permission, the situation will be handled as if it were a theft.

Q: What should I do if I see or have reason to believe people at the radio station are violating WRSU, FCC, University, or other regulations?

A: If the event is serious, do not hesitate to call the Rutgers University Police Department. Otherwise, contact the Department Manager and/or the General Manager immediately. WRSU pager numbers are posted around the station. These numbers may be called at any time of the day or night. Failure to report even suspected violations that you have witnessed, may leave you open for disciplinary action as well.

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS

PART TWO: QUESTIONS ABOUT MANAGEMENT

Q: Who is eligible to run for a position as a Manager or Radio Council Member?

A: Any undergraduate or graduate member or WRSU is eligible to run for either office. Candidates must have been members of the radio station for at least eight months prior to taking office. Candidates for General Manager must be undergraduate students with at least four months membership.

Q: How are managers elected?

A: Ten of the twelve managers are elected by a majority vote of the Radio Council for a one year term. Managerial elections are always held at the end of March on a Sunday. The General Manager is elected separately during the February Council meeting. Interim vacancies are filled by the General Manager. (Exceptions: the News Director is appointed by the General Manager, Broadcast Administrator and former News Director. The Deputy General Manager is appointed by the General Manager.) No manager may be elected to more than two consecutive terms in office.

Q: How is the Radio Council elected?

A: The Radio Council is comprised of twelve members. The members include: four faculty/staff, one at-large and one alumnus appointed by the Dean of the School of Communication, Information, and Library Studies in conjunction with the Vice President for Public Affairs. Five undergraduate students and one graduate student receiving the highest number of votes in a general election fill the remaining seats. The Radio Council general election is open to all station members and is held in mid-April. Vacancies on the Council are filled by a vote of the remaining members or by appointment of the Dean. No student member of the Radio Council may be elected to more than two consecutive terms in office.

JOB DESCRIPTIONS

Community Affairs Director: Responsible for the ethnic and specialty shows. The duties include: working with the Program Director in making schedule and programming changes; assuring the hosts show up for their assigned shows and that all members that will be hosting a show are properly trained and licensed; contacting the host when a show is pre-empted.

Music Director: Conducts weekly meetings with the department to evaluate new music and select playlist. Uses same to keep playlist and the record library maintained. Maintains working relationship with record company representatives to keep regular influx of new music. Assures that playlists are compiled. Handles ticket giveaways.

News Director: Responsible for the news staff's coverage of national, regional, local and university news. Training of new personnel is a large part of the job. The news director has the assistance of the Broadcast Administrator for professional guidance and training of casters through the classes the Broadcast Administrator teaches.

Production Director: Responsible for all pre-recorded Promo spots and Public Service announcements. Production of these spots requires training a staff in scriptwriting, mixing and editing. Should have a reasonable knowledge of station and FCC guidelines regarding what is considered "too commercial." Should use the production staff to produce well-made promos on a timely basis as requested by the Program Director and Promotions.

Program Director: Responsible for programming policy of the station, and its enforcement. In charge of scheduling Community Affairs and DJ Programming. Should be familiar with FCC legalities. Coordinates new projects such as remotes, new shows, concerts, etc. Works in conjunction with promotions and music on concerts and band selection. The GM's right hand person. Jurisdiction is the three On-Air departments (News/Sports, Announcing, Community Affairs) and production products.

Promotions Director: Responsible, simply, for the promotion of the station. Whenever an event is planned it is the responsibility of the Promotions Director to exploit all appropriate resources to assure attendance. This includes press releases to all Rutgers newspapers and

outside news services; ads such as are deemed financially practical; the design, printing, and distribution of flyers at Rutgers and the New Brunswick community; if appropriate, signs within the station, and the contacting or working with the production department for on-air promotion. At other times the director is responsible for choosing and obtaining promotional items (buttons, bumper stickers, frisbees, etc.) within the confines of financial practicality. The coordination of outside events (benefit concert, WRSU nights, poster sales, freshman orientation) also fall under the jurisdiction of this department.

Sports Director: Assures coverage of all scheduled games and other sports programs (Knight Line, etc.). Evaluates demo tapes and conducts meetings of the department to maintain membership.

Technical Director: Responsible for maintenance of all WRSU equipment in good working order. Schedules staff for call-in and other equipment dependent shows, and periodical maintenance (such as head cleaning). Checks transmitter logs weekly to assure all entries are complete and correct and transmitter is working correctly. Makes equipment purchase recommendations to radio council. Makes check-ups on consulting engineer.