
POLICY for the GRADCAST EDITORIAL BOARD

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THE SOCIETY OF GRADUATE STUDENTS

The University Western Ontario

LONDON ONTARIO CANADA

2022

5.8 GradCast Editorial Board

5.8.1 Ratified

February 11, 2021

5.8.2 Mandate

A standing committee (Bylaws 2.9.5.9) of the Society, the mandate of the GradCast Editorial Board is to highlight graduate students at the University of Western Ontario in a media context. This policy is a mandatory list of initiatives that the GradCast Editorial Board must undertake in any given year. Here, the aim is to ensure a successful organization of student guests on the CHRW radio talk show and podcast formally known as GradCast.

5.8.3 Article 1: Membership

5.8.3.1. The Editorial Board shall:

5.8.3.1.1. Have an Official Liaison, who shall be the Vice President Academic, in compliance with Bylaw 2.9.3.2.;

5.8.3.1.2. Have a Chairperson who:

5.8.3.1.2.1. Shall be known as the Managing Editor who shall act in compliance with the Duties of the Chairperson as outlined in Bylaw 2.9.2.;

5.8.3.1.2.2. Send out reminders to guests one month and one week prior to recordings;

5.8.3.1.2.3. Shall run meetings;

5.8.3.1.2.4. Shall maintain the gradcastradio@gmail.com email account.

5.8.3.1.3. Aim to include members of the Society from a diverse array of departments at Western University.

5.8.3.2. Membership shall be limited to fifteen (15) members, including the Official Liaison and Chair.

5.8.3.3. Positions within the GradCast Editorial Board aim to include:

5.8.3.3.1. A Promotions, Advertisement and Social Media Manager, who shall be responsible for actively maintaining a social media presence for GradCast;

5.8.3.3.2. Two Recruitment Officers, who shall be responsible for actively recruiting guests to the show;

5.8.3.3.3. A Recording Secretary, who shall be responsible for keeping and disseminating committee meeting minutes;

5.8.3.3.4. An archivist, who shall be responsible for ensuring an archive of past episodes is readily accessible on the GradCast website and will make other changes to the website as needed for clear presentation of GradCast activities and members;

- 5.8.3.3.5. A #GradLife Subcommittee Chair, who shall be responsible for managing the production of #GradLife segments and communications with #GradLife Subcommittee members;
- 5.8.3.3.6. A #GlobalGrads Subcommittee Chair, who shall be responsible for managing the production of #GlobalGrads segments and communication with #GlobalGrads Subcommittee members.
- 5.8.3.4. The Managing Editor position will be reviewed and voted upon each April, with a transition after a second vote in July.
- 5.8.3.5. Meetings are comprised of members of the Editorial Board and, by invitation by the Chair or request by a Board member only, non-board members may attend as non-voting guests.
 - 5.8.3.5.1. Meetings shall be held approximately every other week or Tuesdays at 7:00p.m., or when called by the Managing Editor.
- 5.8.3.6. Voting can be conducted by email, telephone, or text.
- 5.8.3.7. Respectful Abandonment: In the case that a member of the Editorial Board does not attend meetings or shows for two (2) consecutive weeks without explanation, an email will be sent to the member asking for a follow-up. If they do not respond with a reason within another two (2) weeks, they can be voted out of the Editorial Board pending a vote.

5.8.4 Article II: Committee Management

- 5.8.4.1. The GradCast Editorial Board shall:
 - 5.8.4.1.1. Advertise for submissions in compliance with Bylaw 2.9.5.9.3.;
 - 5.8.4.1.2. Provide instructions for contributors—episode producer(s), guest(s), and host(s)—in compliance with Bylaw 2.9.5.9.4.;
 - 5.8.4.1.3. Maintain a schedule of guests on a shared online document;
 - 5.8.4.1.4. Once a term, or as needed, host a promotional event;
 - 5.8.4.1.5. Endeavour to promote GradCast episodes through all available channels;
 - 5.8.4.1.6. Ensure the quality of each GradCast episode;
 - 5.8.4.1.7. Display the official logo for GradCast and SOGS on all websites and social media platforms;
 - 5.8.4.1.8. Designate at least one (1) member to complete all mandatory CHRW training;
 - 5.8.4.1.9. Designate a producer for each episode, who shall
 - 5.8.4.1.9.1. Be present at the recording session and set up recording equipment;
 - 5.8.4.1.9.2. Instruct the host(s) and guest(s) on proper recording etiquette;
 - 5.8.4.1.9.3. Within one week of recording or an agreed upon time, edit the podcast and include the GradCast theme song at the beginning and end of the episode;

5.8.4.1.9.4. Upload each episode to Podbean with a title, summary, and photo;

5.8.4.1.9.5. Upload each episode to CHRW's shared folder for the station to air, or email the episode to the CHRW Program Director.

5.8.4.2. The GradCast radio show and podcast shall:

5.8.4.2.1. Aim to highlight and showcase graduate student research and life experience;

5.8.4.2.2. Aim to appeal to various audiences including other graduate students, the Western University campus, and the general community;

5.8.4.2.3. Aim to maintain episodes at approximately 30 minutes in length on a weekly basis or as designated by CHRW;

5.8.4.2.4. Aim to have all episodes feature at least one (1) student guest per episode.

5.8.4.3. The GradCast website shall:

5.8.4.3.1. Be available at gradcast.ca;

5.8.4.3.2. Be updated on a regular basis to keep up to date with guest appearances;

5.8.4.3.3. Bear the official GradCast and SOGS logos;

5.8.4.3.4. Aim to include a picture of guests and hosts, along with a brief caption summarizing the episode.