

## KBOO Community Radio

Job Title: Board Member  
Reports to: KBOO Members  
Employment Status: Not Applicable  
Hours: 12-15 hours per month



**Powers:** In accordance with the KBOO Foundation bylaws, the board shall exercise all of the powers of the Foundation and perform all acts the board deems in the best interests of the Foundation and its members, subject to the restrictions of law. The board shall direct the officers and staff in the use, control, and maintenance of the property of the Foundation and shall be responsible for all broadcasting by KBOO Radio.

### Board Member Requirements

- Attend monthly board meeting as scheduled by the Board. Member is subject to dismissal by a majority vote of the Board upon three consecutive absences.
- Serve on at least one standing committee of the Board (requires one or two evening meetings per month) and ensure that written reports are submitted from the committees of the board.
- Attend the annual Foundation meeting in September.
- Serve on ad hoc committees on occasion.
- Attend one Board retreat each year (usually a weekend in October or November) to learn more about KBOO, fellow board members and your role as a board member.

### Board Duties

- Hold legal responsibility for broadcast and other licenses.
- Select and set the compensation of the station manager.
- Delegate to the station manager the authority to implement Board plans and the authority to manage KBOO Radio not specifically reserved to the Board by the bylaws and this statement or delegated elsewhere.
- Provide a short-term and long range plan of priorities and tasks for implementation by the station manager.
- Evaluate and approve short-term and long range plans for committees of the board.

- Support the station manager in the implementation of board plans and the exercise of delegated authority.
- Review major station policies, strategies, organizational structure, and budgets as initiated by the station manager and board committees.
- Annually evaluate the performance of the station manager in implementation of board plans and the general management of the station; individual members are encouraged to participate as appropriate in review of other staff.
- Monitor the financial structure and processes of the station, including: approval of the incurring of short-term and long-term debt, annual approval of all station insurance coverage and cost, annual review of independent audit report and recommendations, annual review of financial reports on expenditures and balance sheets, review and approval of major expenditures not provided for in the approved budget.
- Approve the selection of the primary legal counsel and outside auditors, whether or not they are compensated.
- Individually serve as advisors to the station manager, offering constructive advice and criticism with the understanding that the station manager is free to use that advice as the manager considers appropriate.
- Approve policy related to staff development and training.
- Annually monitor and review personnel policies and benefit plans.
- Insure compliance with all federal, state and local laws affecting the Foundation.
- Approve membership benefits and rights not defined by the bylaws.
- Review this statement annually to make appropriate modifications.

### Expectations

- Commitment to learn about and understand the station's operations, staff and volunteers, types of programming offered and important issues.
- Commitment to prepare adequately for Board and committee meetings in order to be effective.
- Commitment to volunteer-based organization, the KBOO charter, and the mission of community radio.

Adopted: August 1987