



High Desert Community Radio

## **JOB DESCRIPTION: BOARD MEMBER**

### **A. OVERVIEW OF BOARD DUTIES**

#### **The Board:**

1. Determines KPOV's mission and purpose.
2. Engages in strategic planning.
3. Approves and monitors KPOV's programs and services.
4. Ensures effective financial management.
5. Raises money for KPOV.
6. Enhances KPOV's public image.
7. Selects and supports the executive director and reviews his/her performance.

### **B. REQUIREMENTS FOR BOARD SERVICE**

1. A demonstrated interest in KPOV's mission and goals.
2. A willingness to participate in board fundraising activities and make a financial contribution that is personally significant.
3. A willingness to represent KPOV in the community.
4. Twelve hours per month minimum.

### **C. KEY AREAS OF BOARD RESPONSIBILITIES**

#### **Strategic Planning**

1. Set and review the organization's mission and goals.
2. Plan for the organization's future, on a long-term and short-term basis.
3. Decide and plan which projects and programs the organization will provide.
4. Evaluate the organization's programs and operations on a regular basis.

## **Financial Management**

1. Ensure financial accountability of the organization.
2. Oversee an ongoing process of budget development, approval and review.
3. Manage and maintain properties and investments the organization possesses.

## **Resource Development**

1. Participate in fundraising activities based on the individual's skills and background.
2. Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.

## **Operations**

Ensure that administrative systems, board operations, and legal structure are adequate and appropriate.

## **Community Relations**

1. Promote KPOV to the general public, including serving as an ambassador to the community.
2. Promote cooperative action with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.

## **Leadership/Human Resources**

1. Select and support the Executive Director (Station Manager), including reviewing performance regularly and providing on-going assistance as requested by the Executive Director.
2. Board membership, which includes recruiting and orienting new board members.
3. Personnel policies, which include setting policy regarding salaries, benefits and grievance procedures.
4. Volunteer involvement, which includes setting policy regarding how the organization treats, recognizes and celebrates its volunteers.