

KSER Foundation: Board of Directors Job Description

The KSER Foundation is an independent non-profit foundation 501(c)3 governed by a Board of Directors elected annually by members. Board members typically serve a three-year term, unless appointed to fill current open seats, and are limited to three consecutive terms.

Board members are asked to:

- Attend monthly board meetings on the second Tuesday of each month, 7 p.m. – 9 p.m. at the KSER station (minimum of 75%; not miss more than two meetings in a row).
- Participate on at least one board committee or serve as the ethics office, volunteer liaison or liaison for the community advisory board.
- Participate in the KSER annual retreat and additional mini-retreats as needed to conduct board business.
- Support membership drives
- Participate in setting and executing on annual goals for the KSER Foundation
- Participate with rest of board in fiscal oversight of KSER.
- Make a personal gift to KSER that is of significance to them.
- Participate in relationship-building and fundraising efforts for KSER in a variety of ways, including support of the annual Voice of the Community Award Celebration.

In addition, board members commit to:

- Hold the KSER Foundation to a high standard of performance and actively participate to make it a world-class organization.
- Work hard to understand their roles and responsibilities and to be sufficiently knowledgeable about KSER and its operations to make informed decisions.
- Read the materials provided to the board and come prepared to board and committee meetings.
- Arrive at meetings on time and stay for the full agenda unless they have otherwise notified the board president or committee chair.
- Ask for clarification on any matters or materials that they do not understand before making a decision.
- Participate in training provided to the board and to seek other opportunities for their growth and development as a board member.
- Listen carefully to board members and staff with an open mind and an objective perspective and never try to dominate the discussion.
- Put aside personal agendas and pledge to actively work toward those decisions and solutions that are in the best interest of the organization.
- Respect the confidentiality of the board's business.
- Avoid any conflict of interest.
- Avoid interference in issues related to station management, including giving direction to staff.
- Support equal opportunity, promote diversity, and avoidance of discrimination.