

## KSER Foundation Board Member Job Description

---

1. Attend monthly board meeting 2<sup>nd</sup> Tuesday of each month, 7:00 p.m. – 9 p.m. at station (minimum of 75%; not miss more than 2 meetings in a row).
2. Participate on, preferably chair, at least one board committee.
3. Make a personal gift at a leadership level at a minimum be a contributing member of KSER.
4. Help solicit other contributions to the challenge fund or assist with a fund raising event. \$500 per pledge drive or \$1000/ year is the general expectation.
5. Participate in goal-setting and review of Executive Director.
6. Speak at community events about KSER– two per year.
7. Help develop board goals annually and participate in an annual assessment of the board's performance against those goals.
8. Participate with rest of board in fiscal oversight of the KSER Foundation.

As a member of this board, I commit to:

- Hold the KSER Foundation to a high standard of performance and actively participate to make this a world-class organization.
- Work hard to understand my roles & responsibilities & to be sufficiently knowledgeable about public radio & its operations to make informed decisions.
- Read the materials sent via email to the board and come prepared to board and committee meetings.
- Arrive at meetings on time and stay for the full agenda unless I have otherwise notified the board or committee chair.
- Ask for clarification on any matters or materials that I do not understand before making a decision.
- Listen carefully to board members and staff with an open mind and an objective perspective and never try to dominate the discussion.
- Put aside my personal agendas and pledge to actively work only towards 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 in the organization and in our community.

Signed \_\_\_\_\_ Date \_\_\_\_\_