



## Expectations of Board Members

Revised September 25, 2016

1. Regularly attend board meetings, committee meetings and functions such as special events. If a board member misses more than fifty percent of board meetings in a calendar year, such action shall be deemed a voluntary resignation from office.
2. Be a member in good standing of Community Television. Attend CTV orientations, board orientations and other board development activities.
3. Stay informed about CTV in order to be an advocate for the organization. Review organizational and programmatic reports. Prepare well for meetings and review all materials in advance.
4. Work assignments and supervision of staff are under the purview of the Executive Director, so it is important to understand and respect Board/staff relations. While it is appropriate for Board members to interact and communicate with staff, Board members shall refrain from making special requests of staff.
5. Maintain confidentiality regarding personnel matters and closed session meetings.
6. Comply with the terms of Article XII of the bylaws regarding conflict of interest and disclosure. Execute annual conflict of interest statement.
7. Demonstrate appropriate conduct. Do not engage in any behavior that would have a direct and / or substantial adverse effect on CTV. Act with integrity in dealings with other Board members and staff.
8. Assist the Board in carrying out its fiduciary responsibilities. Participate in the financial management of the organization, including adoption and oversight of the annual budget.
9. Participate in fundraising and outreach. Learn to cultivate and solicit funds. Provide an annual gift in an amount that is meaningful to you. Granting agencies expect all Board members to contribute to the organization.
10. Evaluate executive director and board annually. Develop tools to measure success. Show serious commitment to the functioning of the Board.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_