KHOI Committee Structure Proposal

Executive Committee – Cornelia, Fran, Mary, Ruth

 Defined in By-Laws (need to revise?)

 Establish meeting agendas

 Oversee Station Manager

 Develop and monitor strategic plan

Finance Committee – Treasurer as Chair - Ruth

 Budget development and monitoring

 Annual audit/review

 Financial report review and monitoring

Fundraising and Development Committee - Lynne

Create an annual development plan

Monitor the following subcommittees:

Fundraising Events

Grants - Mary

Campaigns

     On-air

     Mail (with donor and prospect components)

     Personal (with donor and prospect components)

Membership

Partners (this includes entities such as Amazon Smile and activities like collecting redeemable cans)

Sponsorships (with two components) - Joe

     Underwriting - Lynne

     Sponsors/Major Donors

Donor relations and recognition

Social Enterprise

Capital Campaign

Outreach - Aladdin

Public Relations – visibility, identity, passion – website, ads, fliers, billboards, social media

Promotions

Ambassadors – presentations, attend community events as KHOI reps

Operations - Cornelia

 Staffing

 Job descriptions

 Evaluation process

 Personnel Manual and related policies

 Recruitment

 Recognition

 Volunteers - same as above

Infrastructure – Jim

 Oversee Chief of Operations

 Monitor FCC requirement compliance

 Building

 Technical components

Programming - Pat

 Recruit proposals

 Assess proposals

 Evaluate current programs

 Develop policy and procedures for Producers

 Support Producers – include annual check-in meetings

Nominating Committee – President Elect Chair - Fran

 Maintain matrix of board members needs

 Provide orientation for new board members

 Identify potential board members

 Identify slate of officers

We discussed the need to determine structure and charge for each committee, along with goals and a plan.

Need to determine best structure for communication with the station manager, including involvement with committees.

Need to determine team members, board members as chairs, appointment or consensus or approval.

Need to address on-going training for board members (i.e. fundraising).

Need to revise By-Laws

 Number of board members

 President Elect

 Immediate Past President

 Board members as officers

 Composition of Fundraising Committee

Notes from Ad Hoc Team - Aladdin, Joe, Pat and Lynne