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