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