

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