



KBBI Committee Job Descriptions

The President is an *ex-officio* member of all standing committees.

Board Enhancement Committee

Composed of the President and two Board members, this committee is responsible for identifying potential candidates for the Board and providing orientation for new Board members.

Fundraising & Development Committee

Meeting at least twice a year, this committee assists the General Manager and Development Director in developing and implementing fundraising strategies, which may include grant applications, on-air fund drives, special events, and identification and solicitation of major donor and underwriting prospects. This committee may include members of KBBI who are not Directors.

Finance Committee

Composed of the Treasurer and two other Board members, this committee meets monthly with General Manager to review the monthly financial reports and to review annual budgets and midyear budget revisions. Non-board KBBI members may serve on this committee.

Bylaws & Policy Committee

This committee meets at least once a year and usually consists of three Board members. Its purpose is to identify and suggest possible bylaw changes and updates, which are then presented to the full Board and General Manager for review. The Board of Directors then decides which items should be placed on a ballot as proposed amendments.

Personnel Committee

This committee includes the President and two Board members. It is the responsibility of the committee to conduct the evaluation of the General Manager one month before the expiration date of his or her contract. The Personnel Committee works with the General Manager to prepare instruments appropriate for gathering information pertinent to the evaluation. A representative of this committee will negotiate the contract with the General Manager. This committee also hears employee grievances that are referred to the Board of Directors and periodically discusses personnel policy changes proposed the General Manager. The personnel policy is amended by action of the full Board.

Building Committee

This committee meets as needed. Its purpose is to respond to problems with the station’s physical plant or to plan modifications. Generally, contractors who are supportive of the station also serve on this committee. Non-board members of KBBI may serve on this committee.

Strategic Planning Committee

The Strategic Planning Committee meets as needed. The committee recommends to the entire KBBI board priorities for implementing the strategic plan and revising it to ensure that goals are met.