

# CRNC Board Member Job Description

Updated February, 2017

## **Mission**

Community Radio for Northern Colorado is a non-profit 501(c)(3) whose mission is to cultivate the mind and spirit; to inform, inspire and entertain; and to strengthen the community.

## **Guiding Principles**

The CRNC board of directors will provide oversight in determining the mission and purposes of the organization.

- Provide governance, not management, of CRNC;
- Set policy and see that the organization has adequate resources to carry out its mission;
- Engage in strategic planning and monitoring progress;
- Provide oversight and direction for the President, including performance evaluation;
- Comply with legal requirements; and
- Evaluate its own performance as a governing body and as representatives of the community in upholding the public interest served by CRNC.

## **Responsibilities**

- **Provide sound governance**
  - Approve the vision/mission and code of ethics
  - Approve major policies
  - Help shape the strategic plan
  - Review and approve annual plans, including budget
  - Ensure strong fiduciary oversight and financial management
  - Ensure that the organization complies with federal and state laws, completes required filings and follows the organization's governing documents
  - Select, support and evaluate the CEO, approve compensation of CEO
  - Ensure the CRNC behaves ethically
  - Evaluate the board's effectiveness
  - Insure stability: succession planning and development of the next set of leaders
- **Exercise good judgment**
  - Fulfill responsibilities in good faith and with diligence, attention, care and skill
  - Attend board meetings
  - Participate in one or more committees
  - Enter discussions
  - Read minutes
  - Review essential documents (bylaws, policies, strategic plan)

- Understand the station's programs and plans
- Understand the potential risks to the organization and ensure plans adequately address them.
- Question unclear or troubling activity
- **Maintain loyalty**
  - Place interests of the organization above personal or professional gain
  - Avoid conflicts of interest and, when they are unavoidable, address them immediately
  - Maintain the strictest confidentiality
  - Act as an advocate and ambassador in the community
- **Provide personal financial support**
  - Make financial a commitment to CRNC at the Leadership Circle level or above.
  - Participate in fundraising efforts at CRNC, if asked.