# Prospective Board Member Introduction – KXCI Community Radio

The purpose of this sheet is to introduce you to what it is like to be on the Governing Board of Directors at KXCI. Please read through all the information contained here. If you have questions, please contact Executive Director Cathy Rivers at [cathy@kxci.org](mailto:cathy@kxci.org) or 520-623-1000, ext. 12. You can also contact Cathy for information to contact a member of our board of directors. Completed nomination forms are due to the KXCI Office by Friday, June 21st, 2019. KXCI Members will be able to vote for up to three candidates from Friday June 28th through Friday, July 26th, 2019.

# Qualifications

Officially, anyone who is a member of KXCI in good standing for 30 days prior to their nomination can be elected to the Board, with the exception of paid employees of the Foundation for Creative Broadcasting. Generally speaking, the Board is composed of people who can put forth the effort to sustain and grow a viable Community Radio station. Helpful backgrounds include experience in fundraising and development, technology, community events, accounting, human resources, and the law. The primary requirement for being a successful Board member, however, is a love for KXCI Community Radio.

# Responsibilities

Please review **the KXCI Board of Directors Job Description** to fully understand what is expected of potential Board members. Board members serve a three-year term and must regularly attend board meetings. The Board of Directors currently meets monthly in Tucson, and meetings generally run up to two hours. Future meeting times may change, but meetings are currently held at 5:00 pm on the last Thursday of the month. There are also occasional special meetings of the board, and committee meetings, which board members are expected to attend.

Board members are expected to help guide the organization and the radio station in general fiscal oversight, policy management, and in the review of the executive director.

In all, board members can expect to put in at least five hours a month in carrying out their duties. This number varies depending on the time of the year and the dedication and availability of the Board member.

KXCI Board Members must understand the mission of the organization and KXCI’s invaluable role in the community as an independent radio resource in the greater Tucson area.

**KXCI Mission Statement:** Connecting the communities of Tucson and Southern Arizona to each other and to the world with informative, engaging and creative community-based programming.

**FOUNDATION FOR CREATIVE BROADCASTING, INC.**

**BOARD OF DIRECTORS JOB DESCRIPTION**

Adopted by The Board of Directors: 06/29/2017

**Summary:** KXCI Board members are expected to embrace and actively support KXCI’s mission and vision and the organization’s role as an independent media outlet in the greater Tucson area.

The Board has a fiduciary duty to the organization and its members and must ensure that all applicable laws are followed, and that the organization adheres to its stated corporate purposes.

Directors will be held to high standards of good faith, fair dealing, and loyalty.

**GENERAL GOVERNANCE**

* Oversee KXCI by defining and applying the mission, vision, values, policies, strategic initiatives, objectives and goals of the organization. Hold the executive director accountable for implementation of such.
* Develop and implement policy to define how the Board will operate.
* Assure the Board and station remains within established policy.
* Assure fiscal matters are properly tracked, reviewed, and reported.
* Assure prudent use of all assets, including facilities, staff, volunteers, and good will.

**TIME COMMITMENT AND ATTENDANCE**

* New members must complete an orientation prior to or within 30 days of joining the Board.
* Attend and participate in Board meetings on the last Thursday of the month at 5:00 pm (except in months when KXCI is conducting general on-air membership drives).
* Absences (for whatever reason) from three regularly scheduled Board meetings annually may result in termination from the Board.
* Attendance at the annual Board retreat is **mandatory. *This year’s retreat is tentatively set for Saturday, August 24.***

**BOARD PARTICIPATION**

* Board members are expected to participate actively in Board discussions and decisions. In preparation for Board meetings, members should review agendas, minutes, staff reports and financial documents.
* Participate in developing and approving policies, strategic plan, and the annual budget.
* Participate in the strategic planning process and evaluate plan results.
* Participate on at least one active Board committee, with service on other committees encouraged.
* Participation on the Finance committee is strongly recommended for all new Board members.
* Identify potential Board members who can contribute to the diversity of the Board, provide skills necessary for the Board to conduct business, and support and further the mission of the station.

**FUNDRAISING**

* Each Board member will “Give, Get, or Earn” a contribution of $500 annually.

* “Earn” is defined as active participation in philanthropic activities to include identification of potential donors, stewardship opportunities, and the solicitation of contributions.

* Total annual Board giving will be utilized for Board Challenges during membership drives throughout the year.

* Each Board member will contribute to special fundraising campaigns, such as capital campaigns, outside of the annual fund.

* Maintain an active individual membership status throughout the Board term.

* Prioritize and support KXCI as one of the member’s top three philanthropic charities.

* Help identify marketing and ambassadorship opportunities to expand community support for the organization (including underwriting).
* ASK for donations, sponsors, and potential board members
* ADVOCATE for membership and support of the station
* ACQUIRE financial support for the station at any and all levels.

**ETHICS**

* + Operate within the Board and organizational policies and procedures.
  + Abide by the station’s Code of Conduct/Code of Ethics.
  + Represent the station in a professional and ethical manner.

**GENERAL GUIDELINES**

* Board members are elected or appointed for a three-year term (or shorter if appointed) and may serve for two consecutive terms.
* Support the decisions of the majority of the Board of Directors.
* Interpret and promote the mission of the organization, within and without, to raise awareness and support of the organization.
* Keep the Board’s work confidential until such time it is released to the staff or general public.
* Abstain from any action that might lead to a conflict of interest (see policy).

**QUALIFICATIONS**

* Members must be elected or appointed to the Board of Directors.
* Demonstrated interest, knowledge, and understanding of our community and its resources.
* Potential Board members, both appointed and nominated, must attend at least one Board meeting prior standing for election to the Board.
* Each Board member must be a current member of KXCI.

## Foundation for Creative Broadcasting / KXCI Radio 2019 Board of Directors Election Nomination Form for 3-year term (July 2019-July 2022)

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number:** \_\_\_\_\_\_\_\_\_\_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I affirm that I am eligible to be elected to the Board of Directors of the Foundation for Creative Broadcasting (FCB) and that all information provided to KXCI regarding my eligibility is true. I am seeking election to the Board and do intend to serve if elected. I understand that I may refer to the FCB Bylaws (available at KXCI.org) for further information about the elections process and/or the FCB. Furthermore, I affirm that I have read and understand all the Prospective Board Information provided in this packet.

NOMINEE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be listed as a candidate on the ballot, and have your attached statement included with the ballot, you must complete and return this form to the KXCI offices by 5pm, Friday, June 21, 2019.**

**Candidate Statement:**

Please include a candidate statement on a separate sheet of paper including reasons you wish to serve on the Board and/or experience, expertise or qualifications you possess which are relevant to KXCI or its Board of Directors. Please limit your statement to no more than 150 words. Statements from all candidates will be included on the ballot. Candidates will be invited to KXCI to record their statements for broadcast. A resume submitted with this completed form and your statement will help us learn more about you.

***Valid nominations must contain the signatures of three current KXCI members, or the signature of one current Board of Directors member.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Internal KXCI Use Only    Received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Membership Validated: \_\_\_\_\_\_\_\_\_\_\_    Eligibility Validated: \_\_\_\_\_\_\_\_\_\_\_\_ |

FCB Board Member Signature / Date

**OR**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KXCI Member Signature / Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KXCI Member Signature / Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KXCI Member Signature / Date

**Return completed form to the KXCI Studios, 220 S 4th Avenue, Tucson, AZ 85701 by 5pm, Friday, June 21, 2019**