



JOB DESCRIPTION: BOARD MEMBER

A. OVERVIEW OF BOARD DUTIES

The Board:

1. Determines WBWK's mission and purpose.
2. Engages in strategic planning.
3. Approves and monitors WBWK's programs and services.
4. Ensures effective financial management.
5. Raises money for WBWK.
6. Enhances WBWK's public image.
7. Selects and supports the executive director and reviews his/her performance.

B. REQUIREMENTS FOR BOARD SERVICE


1. A demonstrated interest in WBWK's mission and goals.
2. A willingness to participate in board fundraising activities and make a financial contribution that is personally significant.
3. A willingness to represent WBWK in the community.
4. Twelve hours per month minimum.

C. KEY AREAS OF BOARD RESPONSIBILITIES

Strategic Planning

1. Set and review the organization's mission and goals.
2. Plan for the organization's future on a long-term and short-term basis.
3. Decide and plan which projects and programs the organization will provide.
4. Evaluate the organization's programs and operations regularly.

WBWK - Brunswick Community Radio Inc

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Financial Management

1. Ensure financial accountability of the organization.
2. Oversee an ongoing process of budget development, approval, and review.
3. Manage and maintain properties and investments the organization possesses.

Resource Development

1. Participate in fundraising activities based on the individual's skills and background.
2. Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.

Operations

Ensure that administrative systems, board operations, and legal structures are adequate and appropriate.

Community Relations

1. Promote WBWK to the general public, including serving as an ambassador to the community.
2. Promote cooperative action with other organizations, including activities and occasions when the organization should participate in coalitions, joint fundraising, etc.

Leadership/Human Resources

1. Select and support the Executive Director (Station Manager), including reviewing performance regularly and providing ongoing assistance as requested by the Executive Director.
2. Board membership, which includes recruiting and orienting new board members.
3. Personnel policies include setting policies regarding salaries, benefits, and grievance procedures.
4. Volunteer involvement includes setting policies regarding how the organization treats, recognizes and celebrates its volunteers.