



WFAE COMMUNITY ADVISORY BOARD GOVERNING POLICIES

I. Purpose of the Community Advisory Board

The WFAE Community Advisory Board (CAB) serves in an advisory role to the staff and the Board of Directors. The membership of the CAB reasonably represents the diverse needs and interests of communities in the Charlotte region served through the radio station and other platforms of WFAE. The CAB assists staff in being responsive to community interests in regard to programming and services.

The role of the CAB is solely advisory in nature, and the CAB shall not have any authority to exercise control over the daily management or operation of the station.

II. Membership & Terms

The CAB will be composed of 20-24 members.

Each new member of the CAB is appointed to one term defined as three consecutive years. Members may be reappointed to a second term. Members shall not serve for more than two (2) consecutive terms.

III. Expectations of Members

Members will establish networks within their various communities in order to provide a variety of perspectives and opinions about topics related to the work of the CAB. Members will be informed individuals who are willing to be visible in their communities and gather comments and ideas about WFAE's programming and services.

CAB members will attend and be active participants in quarterly meetings. Members will be willing to participate in between meetings. This participation will entail communications and/or assignments about programming and services, and information gathering and feedback to staff. Also members may be asked to work on specially created CAB committees, and volunteer at other events.

Any member who misses two consecutive meetings without a reasonable excuse will find his/her position up for review. In such a circumstance, the Chair of the CAB will contact members who have missed two consecutive meetings to determine their continuing interest. Any member who misses three consecutive meetings without reasonable cause will forfeit membership.

IV. Meeting Proceedings

Meeting dates will be posted on the WFAE website and all CAB meetings are open to the public. Meeting agenda and other materials will be provided to CAB members at least two weeks prior to a meeting. CAB members will come to meetings prepared to discuss agenda items. The CAB Chair will preside at all meetings. Meetings will be conducted according to a system of rules that broadly adhere to Robert's Rules of Order. Meetings will allow a period of time dedicated to public comment.

V. Appointment of Officers (Chair, Vice Chair & Secretary)

The Membership Committee of the CAB will select a Chair, Vice Chair and Secretary who will each serve a one-year term. The Chair will preside at meetings, plan the meeting agendas in consultation with staff and other CAB members, appoint a Membership Committee and perform other necessary duties.

The Vice Chair will assist the Chair in duties as needed.

The Secretary will take minutes at the meetings.

VI. Recruiting & Appointing New Members

Annually, the Chair will appoint a Membership Committee that will be composed of current CAB members and WFAE staff members.

Notices that applications are sought to fill CAB openings will be publicized through WFAE's website and on-air announcements.

Upon the notice of openings, citizens who are primary residents of the Charlotte region and who are interested in becoming a member of the CAB must complete and submit a CAB application form online, by mail or fax before the posted deadline. The application should be sent to the attention of the CAB at WFAE, 8801 J.M. Keynes Dr. Ste. 91, Charlotte, North Carolina, 28262 or fax the application to 704-547-8851.

The Membership Committee will review applications from people expressing interest in serving on the CAB. As part of its selection process, the Membership Committee has established desired qualifications or criteria so that CAB membership represents, to the extent possible, the different aspects of the communities that WFAE serves. The selection criteria for new members will consider geographic representation, age groups, gender, occupation, cultural and ethnic groups, household composition and diverse interests in the radio and educational programs and services provided by WFAE.

The President/CEO will notify the WFAE Board of Directors of the Membership Committee's new member selections.

Membership on the CAB is public record. Once appointed to the CAB, members' names, their community of residence and brief biographies will be posted on the CAB section of WFAE's website.

VII. Resignation from Membership/Membership Maintenance/Filling Vacancies

Members who choose to resign from the CAB shall submit their resignation in writing to the Chair.

The CAB may fill vacancies during the year to carry out a vacant term. Announcements and postings will be made to solicit nominations and applications for the vacant term. The Membership Committee will review the applications and select new members to fill the vacancies, and the President/CEO will notify the WFAE Board of Directors of the Membership Committee's selections.