

**Attachment B: MCPB BOARD OF DIRECTORS RESPONSIBILITIES**

*(This document to be made available to applicants along with application)*

1. Actively serve the mission of MCPB as a community-supported radio station, and not that of a constituency, issue, special interest inside or outside of MCPB, or a personal agenda.
2. Give time, energy and special skills generously to MCPB e.g. for board meetings, board communication, committee work, and assisting the general manager and staff in fundraising, special events, public outreach, and pledge drives.
3. Oversee MCPB's financial health and ensure the organization has adequate finances and money is responsibly spent, e.g. by reviewing and approving the annual budget, reviewing the budget every quarter and approving all major budget modifications.
4. Select, oversee, evaluate, and when necessary, replace the general manager, who is accountable to the Board of Directors. This includes:
  - Review of the general managers operational report at every board meeting.
  - Quarterly review of the station budget and membership development activities.
  - Other reviews as determined necessary by the board to ensure the long-term health of MCPB and compliance with FCC regulations and all applicable regulations and laws.
5. Set policies and procedures for MCPB, including by-law changes as needed.
6. Help develop, approve and oversee long-range planning for MCPB, and review implementation of long-range planning on a regular basis.
7. Become familiar, prior to taking office, with the MCPB Bylaws, Policies and Procedures, Board Member Handbook and other materials provided as part of my board member orientation.
8. Participate in board member orientations, Board of Directors' meetings, committee work, retreats, board training and other board-related events. I understand that missing three consecutive board-related meetings may be cause for dismissal from the Board.
9. Keep confidential information confidential.
10. Study all materials distributed in advance of a meeting and respond in a timely and effective manner to requests for feedback, including the ability to send and receive email documents.
11. Accept and perform in a responsible, timely manner assignments from the board, Executive Committee or from the chair of a committee on which the member serves.

12. Never undermine the authority of the General Manager with the staff or volunteers of MCPB and refrain from interfering with management or programming issues except as they appear before the board.
13. Motivate others to support MCPB by giving their time and/or resources.
14. Act in an honest and responsible manner, keep an open mind and strive to make the best decisions for everyone involved.
15. Be respectful toward board members, staff, programmers, volunteers, members and the public.
16. Do nothing to violate the trust of those who elected or appointed one to the board.
17. Do not use my board service for my personal advantage or for the advantage of other individuals or groups other than the general membership and community.
18. Never exercise authority as a board member except when acting in a meeting with the full board or in a function delegated by the board.
19. Represent MCPB members to the Board of Directors, and represent the Board to the membership to the extent and in the matter authorized by the board.
20. Avoid taking actions that are the prerogative of the board without the prior approval of the full board.
21. Be evaluated annually by the board for attendance and participation.
22. Submit personal and Ballot Statement disputes with MCPB or its representatives or employees to mediation.

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