

## **TILlicum FOUNDATION BOARD OF DIRECTORS**

### **FAQs**

or

WHAT YOU NEED TO KNOW/WHEN

APPLYING OR RUNNING FOR A POSITION ON THE

TILlicum FOUNDATION BOARD OF DIRECTORS

#### What is the Tillicum Foundation?

The Tillicum Foundation is a 501(c)(3) non-profit organization whose mission is to serve the Lower Columbia Pacific Region through commercial-free community radio programs and services that enrich life by illuminating the role of the arts; promoting cultural and educational growth; and bringing focus to current issues of local and regional public interest while providing a forum for diverse and underserved groups. This mission is enacted through KMUN radio; its sister station KCPB; and the recent addition of the YouTube channel KMUNtv; collectively known as Coast Community Radio.

#### What does the Board of Directors do?

The Board of Directors is the governing body of Coast Community Radio responsible for fundraising, policymaking, and fiscal oversight. While the Board is responsible for hiring the general manager, it does not participate in the operation of the station, determine programming, or other duties carried out by the staff of the station. Annual strategic planning, in concert with the staff, determines the goals and direction of the organization.

#### How is the Board of Directors organized?

The Board consists of nine members, elected by the general membership at the Tillicum Foundation annual meeting in early November. Members are elected to 2-year terms; four slots are open on even years while five are open on odd years. Within the Board, officers (president, vice president, treasurer and secretary) are elected annually usually following the annual meeting.

#### When does the Board of Directors meet?

The Board meets regularly on the fourth Wednesday of each month at 5 p.m., for the moment virtually but hopefully in the near future, live at the Tillicum House. Meetings are open to the public, although confidential issues may require a closed meeting in executive session.

#### What are the qualifications for Board membership?

Board members must be members in good standing of the Tillicum Foundation. While specific areas of expertise, e.g. legal, may be useful to the Board they are not required; nor is experience in media. Rather, committed, enthusiastic individuals who support the mission of the Tillicum Foundation and want to see the station thrive are most valuable as Board members.

### What are my responsibilities as a Board member?

Members are expected to attend all monthly meetings if at all possible. Most will also serve on one or more subcommittees. Board members are also ambassadors for the station and will participate in hosting events, for example. Fundraising is a major focus of Board membership, including, as appropriate, a personal financial commitment.

### What is the time commitment for Board membership?

In addition to the monthly meetings, special or emergency meetings are sometimes required. Subcommittees will also meet periodically, and typically require “homework” outside of meetings. While Board members are volunteers and receive no pay, they will spend a variable amount of time with Board-related activities.

### Does the Board have committees?

By-laws currently dictate the creation of a Community Advisory Board which functions independently from the Board of Directors. Within the Board, the by-laws note governance and nominating committees and the creation of ad hoc committees as needed. In recent years committees regularly reporting to the Board include Planned Giving, Grants, Events, Governance, Human Resources, Tillicum House and Marketing.

### What preparation is expected for Board meetings?

Reports of the staff and subcommittees are distributed with the agenda in anticipation of meetings; members need to be familiar with these reports because meetings are conducted with a consent agenda. Board members will be involved in preparing reports, acquiring background information pertinent to active issues, and other as-needed efforts.

### What would be my role in fundraising?

As noted, fundraising is an important, if not the most important duty of a Board member. This can take the form of one or more activities, beyond a personal financial commitment. Participation in fundraising events, help during semi-annual pledge drives, grant writing, and reaching out to potential new members and donors, are examples.

### What would be my relationship with the General Manager?

As noted, the General Manager hires their staff and runs the station. Beyond oversight, the Board has no responsibility in day-to-day operations. That said, good and open communication between the Board, typically through the president but also the treasurer, is important in maintaining effective Board-staff relationships.