



Grand Valley Public Radio Company (KAFM)

Board of Directors — Roles, Responsibilities & Expectations (Concise Version)

Board Role

The Board of Directors provides strategic leadership and governance oversight to support fulfillment of KAFM's mission. The Board focuses on long-term direction, policy, and accountability while the Executive Director manages daily operations.

The Board is responsible for:

- Setting strategic direction and supporting organizational growth
- Establishing policies aligned with mission and sound business practices
- Maintaining clear separation between governance and management
- Hiring, supporting, and evaluating the Executive Director
- Overseeing financial health, budgets, audits, and major expenditures
- Strengthening board effectiveness and onboarding new members
- Promoting diversity, respect, and community engagement

Board Member Responsibilities

Board members provide leadership, oversight, and advocacy in support of KAFM.

Members are expected to:

- Participate in governance decisions, committee work, and officer selection
- Promote the mission and build relationships that support membership, underwriting, and fundraising
- Understand and oversee financial performance and budgeting
- Participate in Executive Director evaluation and selection
- Identify community needs relevant to KAFM programming
- Follow bylaws, policies, and conflict-of-interest standards
- Attend at least 75% of meetings and participate in events as available
- Maintain active membership and contribute financially as able

Time Commitment

- Minimum six board meetings annually (~1.5 hours each)
- Committee meetings as needed
- Occasional outreach and fundraising participation



Officer Responsibilities

President

- Ensures board accountability and compliance
- Leads meetings, agenda development, and strategic leadership
- Serves as liaison to the Executive Director
- Appoints committees and supports board performance evaluation

Vice President

- Acts in the President's absence
- Supports leadership continuity and officer transitions

Secretary

- Maintains board records and documentation
- Oversees preparation and distribution of meeting minutes
- Ensures accessibility of governance documents

Treasurer

- Partners with ED on financial oversight
- Supports budget development and financial reporting
- Assists board understanding of financial condition
- Oversees financial policies and serves as authorized signer

Committee Chairs

- Guide committee work and agendas
- Assign tasks and facilitate meetings
- Report progress and recommendations to the Board

Summary

Board service at KAFM involves stewardship, strategic leadership, advocacy, and financial oversight. Directors contribute time, expertise, and support to ensure the organization remains sustainable, mission-focused, and responsive to community needs.