



Kachemak Bay Broadcasting, Inc. (KBBI)

STANDING BOARD COMMITTEES

The president of the Board of Directors is an *ex-officio* member of all standing committees.

Board Development. Composed of the president, vice President, and at least two other directors, this committee identifies and recruits potential candidates for the board, provides orientation for new board members, ensures that the Board of Directors Handbook and all its components are up-to-date, and plans and implements training and professional development opportunities for Board members (e.g., retreats and seminars).

Public Information. This committee, in consultation with the general manager and content director, works to increase public awareness of KBBI, especially the station's emergency broadcast service and local and state news and weather. The committee supports the staff in achieving goals for "new media" and local news, and in conducting market/audience research to inform and guide decisions regarding programming. At least one director member of this committee serves on the Public Safety Committee. This committee interfaces with and advises the Community Advisory Board (CAB); a director member of the committee serves as a liaison to the CAB and attends its quarterly meetings. This committee may include KBBI members who are not directors.

Fundraising and Development Committee. This committee assists the general manager and development director in planning and implementing fundraising strategies, which may include grant applications, on-air fund drives, special events, identification and solicitation of major donor and underwriting prospects, and development of marketing materials to promote fund-raising. At least one director member of this committee should also serve on the Finance Committee. This committee may include members of KBBI who are not directors.

Facilities, Equipment, and Maintenance Committee. This committee advises and supports the general manager and staff in planning and implementing capital improvements, and in maintaining the station and transmitter buildings and grounds and equipment so that KBBI operates efficiently and provides a safe, comfortable environment in which staff and volunteers work. This committee may include members of KBBI who are not directors.

Finance Committee. Composed of the Treasurer and at least two other Board members, this committee meets monthly with General Manager to review financial reports, annual budgets, audits, and mid-year budget revisions. At least one director of this committee should also serve on the Fundraising and Development Committee. This committee may include members of KBBI who are not directors.

Policy and Bylaws Committee. This committee works with the General Manager to identify and suggest changes to policies and bylaws, which are then presented to the full Board for review. Proposed changes to the bylaws changes are put out for 30-day public notices, then voted on by the Board utilizing public comments.

Public Safety Committee. This committee, in consultation with the general manager, develops and maintains cooperative agreements with the City of Homer, Kenai Peninsula Borough, and State of Alaska to optimize the dissemination of public information in preparing for, responding to, and recovering from disasters and other threats that affect the health and well-being of the community. The chair of this committee serves as KBBI's liaison to emergency providers to strengthen these relationships and support for KBBI. At least one member of this committee should also serve on the Public Information Committee. This committee may include members of KBBI who are not directors.

Strategic Planning. This committee works in consultation with the general manager and other staff members to ensure that strategic goals and objectives align with KBBI's mission and values. The committee helps the board and staff identify critical issues facing the organization and ensures that the strategic plan includes measurable goals and time targets. The committee annually reviews the strategic plan and recommends updates as needed.