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## **Job Descriptions for the Boards of Directors**

by John Cumming, Apr 5<sup>th</sup>, 2007

Approved by Board - May 1<sup>st</sup>, 2007

Revised - John Cumming, Apr 18<sup>th</sup>, 2007

Revised - Audra Gibson, Apr 18<sup>th</sup>, 2007

### ***Board of Directors Collectively***

Per Bylaws, It shall be the duty of the directors to:

- Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by the Bylaws
- Appoint and remove, employ and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation
- Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly
- Meet at such times and places as required by the Bylaws and the Ralph M. Brown Act, a California law that governs open meetings for local government bodies
- Register their addresses with the Secretary of the corporation and notices of meetings mailed, e-mailed, or sent by courier to them at such addresses shall be valid notices thereof.

### ***Chairperson of the Board Job Description***

- Is a member of the board
- Is elected to office at the Annual Meeting of organization or appointed in the interim.
- The Secretary nor the treasurer may serve as the chairperson of the board
- In the absence of the president or, at his or her direction the chairperson shall preside over the meetings of the board of directors.

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*The mission of MCTV15 is to encourage and support the use of media for sharing thoughts opinions and events by, and for the people of Siskiyou County.*

## ***Committee Chair Job Description***

- Is a member of the Board
- Sets tone for the committee work.
- Organizes and Disseminates background information needed to do committee work.
- Oversees the logistics of committee's operations.
- Reports to the Board's President.
- Reports to the full Board on committee's decisions/recommendations.
- Works closely with the Executive Director and other staff as agreed to by the Executive Director.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.

## ***Board Member Job Description***

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising for the organization
- Contributes funds in relation to net worth.