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Job Descriptions for the Officers

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National Center for Nonprofit Boards reports that one of the Board's biggest responsibilities is to hire the executive director of the organization. The Board should come to consensus on a solid job description and clear expectations for the job, and then find the most qualified person for the position. The Board also has the responsibility to fire the executive director when his or her leadership is no longer in the best interests of the organization.

In an incorporated nonprofit organization executive director is the singular organizational position that is primarily responsible to carry out the strategic plans and policies as established by the board of directors. The executive director reports to the board of directors.

The following is the job descriptions for the officers of the nonprofit:

President Job Description

As per our bylaws, The president shall be the Chief Executive Officer of the corporation and shall, subject to the control of the board of directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be prescribed from time to time by the board of directors. She or he shall preside at all meetings of the board of directors. If applicable, the president shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the board of directors.

The President is

- Is an officer of the Board.
- Is elected to office at the Annual Meeting of organization or appointed in the

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.

interim.

- Serves as the Chief Volunteer/Board Chair of the organization
- Is a partner with the Executive Director in achieving the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
- Chairs meetings of the Board after developing the agenda with the Executive Director.
- Encourages Board's role in strategic planning
- Has authority to appoints the chairpersons of committees, in consultation with other Board members.
- Serves ex officio as a member of committees and attends their meetings when invited.
- Discusses issues confronting the organization with the Executive Director.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Executive Director any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fund raising activities
- Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.

Executive Director Job Description

The Executive Director is the Chief Operating Officer of Mountain Community Television - Channel 15 (MCTV15). The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

The Executive Director is:

- Is an officer of the Board.

In board administration and support, the Executive Director will:

- Work with the president to enable the Board to fulfill its governance function.
- Ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors, staff and volunteers, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

- Maintain a working knowledge of significant developments and trends in the field.
- Assist in the selection and evaluation of board members.
- Make recommendations, support Board during orientation and self-evaluation
- Support Board's evaluation of Executive Director.

In communications, the Executive Director will:

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Publicize the activities of the organization, its programs and goals.
- Assure the organization and its mission, programs, products and services are consistently presented in strong, positive image.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Interface between Board of Directors, Staff and Volunteers.

In relations with staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate that attracts, keeps, and motivates a diverse staff and volunteers of top quality people.

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff and the board in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

In fund raising, the Executive Director will:

- Oversee fund raising planning and implementation.
- Identifying resource requirements.
- Research funding sources.
- Establishing strategies to approach funders.
- Submitting proposals.
- Administrate fund raising records and documentation.

In program, product and service delivery, the Executive Director will:

- Oversee design, marketing, promotion, delivery and quality of programs, products and services.
- Survey customer satisfaction to improve offerings

Secretary Job Description

- Certify and keep at the principal office of the corporation the original, or a copy of the Bylaws as amended or otherwise altered to date.
- Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- See that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
- Be custodian of the records and ensures effective management of organization's records.
- Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, and the minutes of the proceedings of the directors of the corporation.
- In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by the Bylaws, or which may be assigned to him or her from time to time by the board of directors.
- May or may not be a member of the Board.
- The Secretary shall not be the President, Chairperson or preside over meetings of the Board of Directors.
- Ensures minutes are distributed to Board Members after each meeting.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Treasurer Job Description

- Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such

banks, trust companies, or other depositories as shall be selected by the board of directors.

- Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
- Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by the Bylaws, or which may be assigned to him or her from time to time by the board of directors.
- If required by the board, the treasurer shall give the corporation a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the chief financial officer on his or her death, resignation, retirement, or removal from office.
- May or may not be a member of the Board.
- Manages finances of the organization.
- Administrates fiscal matters of the organization.
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.