

---

# KBOO Board Candidate Packet

---



Thank you for your interest in serving on the Board of Directors of the KBOO Foundation. In order to be placed on the 2013 ballot, please fill out the following documents completely and either email the documents to [KBOOelections@gmail.com](mailto:KBOOelections@gmail.com), mail the completed documents to KBOO Elections, PO Box 86191, Portland, OR 97286 or drop the completed documents at the station (20 SE 8th Avenue in Portland). Incomplete forms will NOT be considered as fulfilling the Statement of Interest requirement of the KBOO By-Laws.

In the lead up to the election, you will be expected to participate in an interview for broadcast, a meet and greet event (KBOO in the park) and a Q&A session at the annual meeting.

If you have questions, please contact the Nominating Committee at [KBOOelections@gmail.com](mailto:KBOOelections@gmail.com)

Again, thank you for your interest in serving on the KBOO Foundation Board of Directors and for your support of community radio.

-Nominations Committee

---

## **KBOO Board Candidate Statement of Interest**

---



Incomplete forms will NOT be considered as fulfilling the Statement of Interest requirement of the KBOO By-Laws.

### **Name & Contact Information**

Name:	
Address:	
Phone Number	
Email Address	

### **Brief Biography**

--

## Qualifications for KBOO Board Service

Specifically referencing the KBOO Board Member Job Descriptions briefly summarize, what specific experiences, knowledge, and skills prepares you to assume a governance position on the KBOO Board of Directors.

## Skills Statement

From your work or past volunteer service briefly describe your experiences working in groups and specifically address:

- A. Critical thinking and analysis
- B. Written/Oral communication skills
- C. Collective decision-making
- D. Commitment to professional / volunteer organizations or causes
- E. Working collaboratively on projects

## References

Please provide two references that can verify the information contained the Qualifications and Skills Statements. Unreferenced Statements will not be accepted.

Name:	
Phone Number	
Email Address	

Name:	
Phone Number	
Email Address	

---

# KBOO Board Candidate Self-Assessment

---



## Overview

Individual KBOO Board Members, have a fiduciary, legal and ethical responsibility to act in a way that ensures that KBOO operates in the best interests of the KBOO Foundation. This requires that each member act in good faith and exercise reasonable care in carrying out his or her legal, ethical, and fiduciary duties. Becoming a board candidate requires thoughtful reflection as to your ability to contribute to the Board. This tool can assist you in self-assessing your ability to serve as a member of the KBOO Board

## Board Candidate Self-Assessment

For each of the following indicate whether you have the ability, knowledge, skills, and/or attitude to meet the following Criteria of Effective Board Members:

Board Service	Weak			Strong
Confidence that I know (or can learn) the primary responsibilities of being a Nonprofit Board Member before the election.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience working on or with a nonprofit Board of Directors, Advisory Board, or Working Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time to committee to Board Activities including Board Meetings, Committee meetings, and participating in KBOO events (estimated at 8-12 hours per month).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of management of an association or Nonprofit organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expertise in one or more operational domains of KBOO such as finance, human relations, marketing, and technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>KBOO Operations &amp; Community Radio</b>	<b>Weak</b>			<b>Strong</b>
Understanding and personal experience of the Mission, Vision, History and operations of KBOO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Community Radio Broadcasting and trends in broadcast and electronic media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical knowledge of program engineering & FCC regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expertise in at least one programming domain of KBOO Radio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>KBOO Board Functioning</b>	<b>Weak</b>			<b>Strong</b>
Ability to do basic math, read a financial statement and think about fiscal strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to grasp legal concepts in general and understand broadly the duties related to nonprofit board service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong Understanding of the KBOO mission and have the ability think constructively and strategically about mission fulfillment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to productively ask questions, provide constructive guidance related to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self-Management Skills	Weak			Strong
Support the mission of the KBOO Foundation rather than a personal agenda and be present at meetings with no drama, a sense of humor and can bake cookies (maybe literally, perhaps figuratively).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess a strong curiosity for what's missing, a hungry ear for core strengths, passion and excitement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the basics of decision-making, problem-solving, shared interest negotiation and mediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic understanding of shared leadership and the collaborative culture of KBOO, consistently demonstration of strong tolerance, respect, and dignity towards others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represent the Diversity of Portland (not just stereotypes of diversity) and have a high comfort working with a diversity of opinions, cultures, & world views.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work for the greater good of KBOO and the ability to set aside personal opinions for the collective good of the agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to represent the views of diverse membership demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having established community relationships in diverse communities that can be used to advance the KBOO mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Civic Reach and Fundraising	Weak			Strong
Actively representing KBOO and advocating for its mission to the Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively participate in KBOO fundraising activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use your personal networks and community connections to increase support of KBOO's membership, sponsorships, and expand the KBOO donor base,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage in personal giving beyond basic membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of government relations, public policy and issue advocacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to be a community connector and build new relationships that strength KBOO's mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to represent the views of diverse membership demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having established community relationships in diverse communities that can be used to advance the KBOO mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Self-Assessment Answer Key

For this exercise there are no right or wrong answers. It is design to help you self-reflect on the characteristics of an effective KBOO Board Member. Answers mostly towards the “**Weaker**” side of the scale might indicate that rather than joining the KBOO Board, you might consider volunteering in another capacity within KBOO and work on strengthening your ability, knowledge, skills, and/or attitude in order to serve on the board in the future. If your answers are towards the “**Stronger**” side of the scale you my want to consider developing and submitting a Statement of Interest to the Nominating Committee by the Deadline provided in the call for candidates.



---

# KBOO Board Member

## Job Description

---



### Overview

Together with the Executive Director, the Board of Directors for the KBOO Foundation ensures effective and fiscally sound programs and operations by providing leadership, advice, and direction to staff and volunteers. Operating under a Delegated Management model, the Board delegates most of the administrative and operational duties of managing the radio station to a competent management team and provides oversight to what is delegated.

The Board of Directors are trustees act on behalf of the organization and its constituents, including service recipients, funders, members, the government, and taxpayers. The Board of Directors has the principal responsibility for fulfillment of the organization's mission and the legal and financial accountability for its operations. This means that as a group they are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, hiring a competent executive director and providing adequate supervision and support to that individual, fund raising and ensuring financial solvency of the organization, interpreting and representing the organization to the community, and instituting a fair system of policies and procedures for human resource management.

### Board Member Job Description

The Board of Directors is a potent and proactive force working on behalf of the organization in the community. While the KBOO board acts as in collaboration, each individual board member is required to act in support of the organization.

As defined by the Board Policy Manual, the primary responsibilities of the collective board members include:

- Determine the mission, values, strategies and major goals and monitor the performance of the corporation toward its goals.
- Hire, evaluate annually, and, if necessary, terminate the Executive Director.
- Maintain strong communication with its members, listeners and community and protect the integrity of the membership voting process and rights.
- Ensure financial solvency of the corporation.
- Speak with one voice to support board decisions after subjects have been discussed and decided.
- Provide potential directors with adequate briefings on the role and expectations of board service and provide new directors with a comprehensive orientation and training. All new board members shall be provided with a copy of the Articles of Incorporation, bylaws and BPM and told to read them.

In addition, board members are personally expected to:

- Have a direct, personal knowledge of and passionate commitment to the organization's vision, values and programs and actively participate in these programs and all appropriate meetings. Ideally, board members arrive at meetings prepared and ready to engage in thoughtful dialogue, and there is a group process that generates and uses the best thinking of its members.
- Serve as an activist for the organization in the community; and seek access into new arenas of influence and support on behalf of the organization.
- Make a leadership contribution to the organization's annual operating fund raising and development program based appropriately on that individual board member's ability.
- Participate appropriately in the organization's overall operating fund raising and development program, helping especially in areas of developing new relationships and cultivation activities.
- Be aware of and seek out individuals from the community who need to connect with the work of the organization as new audience members and in order to expand the circle of support and reach within the larger community.
- In addition to attending board meetings, serve on at least one committee and attend all of committee meetings.
- Be open to self-evaluation and regularly review their own composition to ensure constituent representation, and board expertise and commitment. Board is responsible for evaluating and determining compensation for the executive director.
- Undertake projects, participate in task forces or on committees as requested or assigned by the professional and board leadership, and bring any special expertise to bear as needed and requested.

## Term Limits

The term of office for Board members shall be three years, beginning October 1 and ending September 30. Despite the expiration of the Director's term, the Director shall continue to serve until the Director's successor is elected and qualified. A board member may be reelected without limitation on the number of terms the Board member may serve.

## Qualifications For Service:

- Skill, Knowledge and Experience related to radio broadcasting, business or nonprofit management, fundraising, and/or community organizing
- Familiarity with and commitment to the KBOO's mission, vision, values and programs
- Time commitment to meet the functions of the Board (8-12 hours per month).
- Comfortable with leading/participating in fund raising activities
- Initiative
- Integrity
- Analytical ability
- Sensitivity
- Leadership

- Good decision making ability
- Planning skills and the ability to organize and monitor work

## Accountabilities

Individual Board members are accountable to: a) the collective KBOO Board of Directors, b) the KBOO Foundation Bylaws, policies and procedures, c) the Board Member Job Description, and d) Applicable State and Federal laws and regulations.