

## **LAKELAND PBS BOARD OF DIRECTORS JOB DESCRIPTION**

### **Function**

A member of the Board of Directors for Lakeland PBS is responsible for providing governance to the corporation, representing it to the community, and accepting legal accountability for its operations.

### **Duties and Responsibilities**

- Prepare for Board meetings by reading distributed material such as agendas, minutes, reports, and other documents in order to actively participate in their proceedings.
- Contribute skills, knowledge, and talents to the work of the Board and station.
- Foster positive working relationships with other Board members and station staff.
- Maintain knowledge of the current programs and staff of the station.
- Keep up to date with issues and trends that affect the corporation and public television.
- Maintain the confidentiality of any information given to the Board.
- Understand and monitor the corporation's financial affairs.
- Annually review and approve the corporation's budget.
- Serve as an advocate for Lakeland PBS.
- Seek increased financial support for the corporation.
- Annually approve the performance review of the President / CEO and establish his/her compensation.
- Approve appropriate compensation and benefit policies and practices for staff.
- Institute a fair system of policies and procedures for human resources management.
- Take initiative and provide leadership.

### **Qualifications and Requirements**

- Commitment to the vision and mission of Lakeland PBS.
- Attend all regular and special Board meetings and the annual meeting.
- Serve on at least one committee and actively participate in the meetings and work of the committee.
- Prepare for and participate in the discussion and deliberations of the Board.
- Maintain current membership in Lakeland PBS.
- Attend a half-day orientation session for new Board members at the beginning of the first term.
- Devote approximately five hours per month to corporation activities.

### **Term**

Board members shall be elected for three-year terms. No member shall serve more than two consecutive three-year terms.