

## **COMMUNITY ADVISORY BOARD RECOMMENDATIONS**

### **MISSION STATEMENT**

The Community Advisory Board (CAB) serves in an advisory role to the Board of Trustees and MPBC staff. It shall review the programming goals established by the station, the service provided by the station, and significant policy decisions rendered by the station to determine whether the programming and other policies meet the specialized educational and cultural needs of the communities served. It shall, in its membership, reasonably represent the diverse needs and interests of the Maine communities served by MPBC. It shall assist MPBC in being responsive to community needs by providing for effective public participation in planning and decision making.

### **RECOMMENDATIONS**

#### **Membership:**

1. The CAB will be composed of between 15-20 members.
2. Each new member of the CAB may serve for two consecutive four-year terms. Terms will be staggered to ensure that the board will always have experienced members.

#### **Expectations of CAB members:**

3. CAB members should be active participants in the twice-yearly meetings, freely contributing advice and opinions.
4. Any member, who misses two consecutive meetings without a reasonable excuse, will find his/her position up for review. In such a circumstance, the Chairman of the CAB will contact members who have missed two consecutive meetings to determine their continuing interest.
5. Members should be willing to do a certain amount of work in between the two yearly meetings. This work might be e-mail discussions concerning programming issues, "homework" assignments and subsequent feedback to the staff, working on CAB sub-committees, volunteering during events such as the auction, pledge drives, etc.
6. CAB members are chosen to serve because they reflect different aspects of the community MPBC serves. These aspects may include geography, age groups, diverse interests, cultural and ethnic groups. CAB members are expected to express their own opinions on programming issues. As well, they will solicit opinions and Suggestions from the public, which they will pass along to the MPBC staff, Board of Trustees and to other members of the CAB.

#### **Choosing and recruiting new members:**

7. The MPBC Board of Trustees selects new members on the recommendation from the CAB Membership Committee. The Membership Committee will consist of three CAB members (appointed by the CAB Chair) and 3 MPBC staff. The committee will review applications and submit names to the Board of Trustees.

8. The Membership Committee will use various means to publicize vacancies. (Possibilities include Viewfinder, Airplay, MBPC web site, on-air spots.)
9. Citizens who are interested in becoming a member of the CAB must submit a CAB application form to the Membership Committee.

**Meeting schedule:**

10. The CAB should meet twice a year. Generally one meeting will be held in the Bangor studio and the other in the Lewiston studio.
11. Special meetings may be called when necessary.

**Structure of CAB:**

12. The CAB will have a chairperson who is elected for a four-year term. The chairperson of CAB will run the meetings, report at least once a year to the Board of Trustees, plan the meeting agendas consulting with MPBC staff and other CAB members, maintain contact between meetings with CAB members and MPBC staff through e-mail and other forms of communication, appoint appropriate committees, and perform any other duties that may be helpful and necessary.
13. The CAB will have a vice-chairperson. The vice chairperson will be elected for a four-year term. This person will take over duties in the absence of the chairperson and will help represent the CAB at Board of Trustee meetings.
14. One of the most useful roles of the CAB is for members to informally share thoughts and opinions with MPBC staff. When the CAB wishes to vote on an issue, it will use a system of rules which broadly adheres to Robert's Rules of Order.

**Publicizing CAB and Communicating with the Public:**

15. Names of CAB members and contact information should be included on the CAB web page. However, wishes of current members who do not want their phone numbers and e-mail addresses listed will be respected.
16. Upcoming CAB meetings should be posted on the CAB web page and included in MPBC publications.
17. Minutes of the CAB meetings will appear on the CAB web page.
18. A copy of the minutes of the CAB meetings will go to each member of the Board of Trustees.
19. A rotating representative from the CAB will attend Board of Trustee meetings whenever possible.
20. Members of the Board of Trustees will be encouraged to attend CAB meetings.
21. CAB meeting agendas will allow a time for public comment at the end of each meeting.