



## WHRO/WHRV Community Advisory Board Guidelines

*The mission of the Community Advisory Board (CAB) is to serve the local community, WHRO/WHRV's Audiences viewers and supporters and to ensure that the stations provide quality, responsive and independent noncommercial broadcasting services in compliance with section 396(k)(B) of the Communications Act.*

*The role of the CAB is advisory in nature. Under Federal Communications Commission regulations, the CAB does not exercise and control over the daily management or operation of stations. The Corporation for Public Broadcasting stipulates that the CAB is primarily charged with reviewing programming goals, community services, and significant policy decisions rendered by the stations.*

### **WHRO's Community Advisory Board (CAB) is the station's "eyes and ears" in the community.**

As members of the community WHRO serves, their role is to alert the station to emerging needs and trends of the Hampton Roads area and share suggestions, ideas, and observations with station management.

As viewers and listeners of WHRO content, their role is to offer feedback regarding programming and suggestions for topics that are important to the community and station initiatives.

### **Organization:**

The CAB shall be composed of no less than 15 and no more than 20 members. Membership should be broadly representative of the cultural, education, civic, ethnic, geographic, and economic diversity of the WHRO/WHRV coverage area.

The term of office for all members of the CAB is three years staggered, with the intent that one-third of the Board members' terms expire each year. Members may serve an additional three year term by mutual agreement. Membership applications shall be reviewed by the Membership Committee with recommendations submitted to WHRO management for review in May of each year for approval before the new member notifications in June, or as received during the year.

At least 30 days prior to the scheduled June meeting (last meeting in fiscal year), the Membership/Nominations committee shall nominate a slate of candidates to fill all expiring Board positions. Candidates should be submitted to WHRO management for approval and added to June agenda for Board elections following the scheduled meeting.

CAB meetings are conducted at WHRO at 5200 Hampton Boulevard, Norfolk, VA 23508. Notice of meetings will be given at least 10 days prior to the meeting. Meetings are open to the public. Meeting notices will be sent to Board members and promulgated on WHRO.org among other places at least 10 days prior to a scheduled meeting. CAB members may participate through a phone conference if they are unable to physical attend. As attendance is crucial for engagement and ability to contribute to the Board, failure to attend two or more meetings \*unexcused in any fiscal year (July 1 to June 30) shall result in the dismissal of a Board member. Board members in attendance at meetings will be noted in the minutes. \*To be excused, member must email Chair and WHRO Liaison to request excusal from any meeting.

Meetings and business of the CAB shall be presided over and conducted by a Chair, who shall be selected annually for a two-year term by Board membership and approved by WHRO. The board shall also nominate a Vice-Chair for a two-year term to serve in the absence of the Chair. Chair and Vice-Chair leadership shall be assumed by the newly elected Chair and Vice-Chair immediately following the June meetings and shall function in their perspective roles during the summer to prepare for upcoming year of meetings.

The function of Secretary shall be performed by a designee of WHRO. Minutes of the meetings shall be distributed to and approved by the CAB, filed in the business offices of WHRO/WHRV and posted online.

In consultation with the members and WHRO Liaison, the Chair of the CAB shall establish a schedule of meetings, set the agenda and preside over CAB business. In addition, the Chair shall consult with Board members and prepare an annual report on the CAB's activities, reviews, and recommendations (if any) which shall be presented to the Chair of WHRO's Governing Board, filed in the business offices of WHRO/WHRV and posted online.

One half (1/2) of the then seated voting members of the CAB shall constitute a quorum for the transaction of business at any meeting of the Board and the action of a majority of such members present and voting at such a meeting shall be an act of the Board. Once properly convened, a meeting of the Board shall not be terminated for a lack of quorum, but the Board may refrain from transacting any business such as election of new members absent a quorum.

The Board may empanel committees to handle various aspects of the Board's business. CAB members are expected to serve on at least one committee. Possible committees are listed below; however committee structure may change and/or additional committees may be added as the need arises upon Board approval.

**Membership Committee:** responsible for membership recruitment, leadership nomination, new member recommendation, orientation, development and retention.

**Outreach Committee:** responsible for encouraging and gathering feedback from the viewing community and forwarding feedback to a designated station liaison and/or CAB Chair for review at meetings.

**Social Committee:** to assist with securing refreshments and setup for the quarterly meetings as well as annual reception for CAB members. An allowance for refreshments will be provided by WHRO.

**Responsibilities of CAB Members:**

Once acceptance of a position as a member of CAB, members agree to:

- Attend at least three out of four CAB meetings
  - If unable to attend in person, will attend via conference call
  - If conflict arises that prohibits attendance, contact Board Chair and station liaison.
- Serve as an ambassador to support community awareness of WHRO/WHRV's work and to represent WHRO/WHRV in a positive and supportive manner.
- Speak knowledgeably about the station's programs and goals, educating those in their circles of influence.
- Help WHRO learn more about the depth and breadth of important events that take place in its community of service and about the diversity of organizations and people who are making significant contributions to life in the community.
- Act in WHRO/WHRV's best interest and excuse themselves from discussions in which the member may appear to have a conflict of interest.
- Stay informed about what's going on at WHRO/WHRV: ask questions and request information and participate in and take responsibility for matters concerning the CAB and its work in support of the station.
- Identify individuals who meet Board membership criteria and recommend them.
- Discuss the issues and business placed on the agenda for scheduled meetings. Channels ideas to the Board Chairperson, station liaison or the appropriate committee of the Board, and follows up as necessary.
- Serve on at least one committee and actively participates in the accomplishment of committee objectives.
- Actively promote and participate in at least two WHRO events (Answer phones for pledge, attend a WHRO community event, volunteer for a WHRO community event, etc...).

Interested applicants seeking membership are encouraged to attend a regularly scheduled CAB meeting prior to submitting an application and resume to the identified WHRO station CAB liaison.

<p>As a Community Advisory Board Member, I have read and understand the Guidelines as outlined above and am able to meet the required commitments.</p>	
_____ Sign	_____ Date
_____ Print Name	