



## **KRCC Community Advisory Board Charter**

The KRCC Community Advisory Board (“the CAB”) has been established by KRCC pursuant to the Federal Communications Act. This charter states its purpose; describes membership and meetings; and specifies aspects of governance.

### **1. Purpose**

a. Section 396 of the Federal Communications Act specifies the purpose of Community Advisory Boards. KRCC’s CAB will review and advise the Station Manager regarding:

- i. programming goals established by KRCC;
- ii. service provided by KRCC;
- iii. significant policy decisions made by KRCC.

b. Once yearly, the KRCC CAB will advise the Board of Colorado Public Radio (the governing body) as to whether programming and other services of KRCC are meeting the specialized educational and cultural needs of the communities served by KRCC. The KRCC CAB Chair will also attend a minimum of one CPR CAB meeting yearly in an effort to facilitate the partnership of KRCC and CPR.

c. The CAB may make recommendations to the Station Manager and the governing body as it considers appropriate to meet the needs of the communities it serves. The CAB should represent the community in diversity, ethnicity, age, and culture, and give voice to those who are not heard or represented in KRCC’s content by bringing forth key issues that the station should explore through its programming. The CAB should suggest ways in which KRCC can connect with potential supporters.

## 2. Membership

- a. General Membership: The CAB shall consist of not fewer than five members from within KRCC's broadcast area. In consultation with the full CAB, the Station Manager and CAB Chair may determine that more than five members are required to best serve the needs of the community.
- b. Terms: CAB members can serve two, three-year terms. No member will serve more than six years, though members shall be eligible again after one year following the expiration of his or her second consecutive term.
- c. Officers: The CAB will have a Chair, a Vice Chair, and a Secretary. In consultation with the Station Manager, the Chair will construct an agenda and will schedule and preside over meetings. The Vice Chair will serve in such capacities when the Chair is unavailable. The Secretary will take minutes of the meetings, distribute minutes to CAB members, and coordinate with the Station Manager to ensure that they are made available to the KRCC community. The Secretary shall keep records of length of service of CAB members.
- d. Ex-officio Members: The KRCC Station Manager, the CPR CEO, and Colorado College designee will serve as an *ex-officio* members of the CAB. The KRCC Station Manager will attend meetings, collaborate with the Chair to determine agenda items, and provide the CAB with information it needs to fulfill its purposes. The Station Manager will serve also as an active member of the Nominating Committee (see below).
- e. Nominating Committee and Selection of New CAB Members: The Nominating Committee will consist of the Station Manager, the Chair, the Vice Chair, and the Secretary. From time to time, the Nominating Committee will develop an application process to review and select new members. The Nominating Committee will prepare a final list of nominees to CPR leadership for the purpose of confirming that the Nominating Committee has complied with the requirements in Section 1c.

f. Succession of Chair: The succession of Chairs of the CAB will be designated by vote of the Nominating Committee (not including the outgoing Chair).

### **3. Meetings**

a. Frequency: The CAB will meet not less than three times annually and may meet more often if it determines that is advisable.

b. Calling meetings: The CAB shall meet at the request of the Chair or 50% of its current members at a time and place specified in a notice of the meeting which will be given not fewer than 10 days before the meeting.

c. Agenda: The Chair of the CAB shall coordinate agenda items with the Station Manager prior to each meeting, and present and manage the agenda during meetings.

d. Attendance: Members are expected to regularly attend meetings of the Advisory Board. Members who fail to do so may be removed by the Nominating Committee.

### **4. Limits of Responsibilities**

As its name indicates and as specified by the Federal Communication Act, the CAB is solely advisory. It is not authorized to exercise any control over KRCC's daily management or operations.

In collaboration with the CAB Chair, the Station Manager will ensure that the CAB's agenda items, norms, and processes align with this charter. Ultimate authority for determining whether the CAB is following its charter rests with the Station Manager.