



CivicMediaMinnesota Board Member Duties

As with any small non-profit organization, CivicMediaMinnesota depends in large measure on the active and timely involvement of its directors in carrying out the organization's vision, mission, and operations. Recognizing that individuals bring a wide array of talents and interests to such volunteer work, the Executive Committee has identified the following duties of those who choose to serve on the CM/M Board of Directors.

ATTEND

- Quarterly meetings of the Board of Directors (*8 hour annual commitment*)
- Special CM/M and TTT events *whenever possible*
- Meetings of the Executive Committee *as interested and available*

PARTICIPATE

Based on skills, interests, and personal "fit," become involved in at least one activity of CM/M and/or TTT in addition to attendance at Board meetings and events. Opportunities include:

- Membership on a CM/M committee
- Generating social media content and connections
- Sharing TTT program announcements via social media
- Identifying and connecting with potential on-air guests and/or developing program ideas and content for TTT
- Identifying ideas for new projects for CM/M and working with the Executive Director and Board of Directors to develop and, as appropriate, implement them
- Recruiting individuals to serve on the Board of Directors, Board of Connectors, and/or Board of Facilitators

SUPPORT

Contribute to the work of CM/M annually through personal donations, in-kind contributions, and/or assistance with fundraising from external supporters.

RESPOND

Monitor emails regularly for requests for input/participation from the board chair, executive director, or other designated members of the CM/M board and respond in a timely fashion based on requested response dates.