



OFFICIAL POLICY OF GREAT FALLS COMMUNITY BROADCASTING COMPANY

Committee Policy

Every person who serves on a committee must be a member of the station. Anyone who is not a member, but who would like to attend a committee meeting, should contact the chair.

The function of the committee shall determine its size.

Chairs shall be recommended by the committee and appointed by the board. Board members should be members of committees, but not necessarily chairs.

The chair shall call meetings with advance notice to membership. They should prepare air-ready PSA five to seven days prior to the meeting, with date, time, and contact info of the chair. The chair shall maintain a list of all committee members and file reports of meetings and action items to the board.

All members are encouraged to attend and offer input, but voting will be by those who have attended at least two previous meetings. If a committee member misses two consecutive meetings, the committee chair may ask that person to abstain from voting until up to speed on the topics.

Committees are encouraged to attempt to reach consensus, but member voting privileges will serve if necessary to enact recommendations to the board.

The committee must submit its monthly report to the board within five days of the scheduled board meeting. All budget requests should go to both the budget committee and the board at least five days before the next board meeting. All action items and recommendations shall be submitted to the board at least five days in advance of the meeting and should include an outline of opposing ideas if not reached by unanimous vote or by consensus.

It is the responsibility of the committee to create a PSA of the meeting announcement for broadcast.

Committees should maintain a log of non-monetary donations of time and submit this to the Finance Committee.

Grievances that cannot be resolved within committees will go to the board for review.