



**Town Square
Television**

5845 Blaine Avenue, Inver Grove Heights, MN 55076
Phone: 651-451-7834 Web: www.townsquare.tv



Job Description for Town Square Television Board of Directors

Requirements:

- Attend bi-monthly Board Meetings as scheduled. Normally the Board meets the fourth Monday of every month from 5:00 to 6:30 p.m. **(2021 meeting dates are July 26, September 27, and November 22.)** The schedule is subject to change by the Board of Directors.

Attend other Board events, such as a Strategic Planning Meetings or Workshops, special Membership, Producer, or Volunteer events, and other activities as planned. Executive Committee members (officers) attend special meetings if called, but do not hold regular meetings.

- Participate in at least one Committee, meeting during “off months,” to actively work toward specific goals and objectives as directed by the Board. Committees include Board Members, staff, and other appropriate representatives. Each Committee is chaired by a Board Member or staff as appointed by the Board Chair. Committees meet at various times, as convenient for Committee Members.
- Demonstrate commitment to the Mission of Town Square Television, providing public access to local communication technologies and services.

Duties and Responsibilities:

- Board Members must be members of Town Square Television.
- Discuss and approve policies to fulfill the purposes, functions, goals, and activities of Town Square Television. Serve as a member of the governing board to set direction and strategy for the professional staff, and at times provide advice or guidance on tactics to achieve goals and execute strategy.
- Set, monitor, and review long and short-term goals and objectives.
- Act as liaisons for the Town Square Television Board with the NDC4 Commission, the seven NDC4 member cities, Town Square Television users and members, potential sponsors, and the public.
- Approve budgets, financial statements, and reports.
- Provide input to the NDC4 Commission in the hiring and evaluation of the Executive Director.
- Contribute individual skills, experiences, expertise, time and resources to the achievement of Town Square Television goals and objectives.