

Important Dates and Info

INCORPORATED in New Hampshire: April 27, 2004

FEDERAL ID: 20-2729759

IRS 501(c)3 status is valid until 9/30/08—end of Advanced Ruling Period; we must submit Form 8734 with 90 days to determine if we have met the requirements of the Advanced Ruling

NH EMPLOYMENT & TAX ID: 473440

The first report and filing fee that must be filed is for fiscal year ending 9/30/2007, which is due on or before 2/15/2008 (RSA 7:28)

NH DEPT. OF JUSTICE Charitable Trust ID: 16489

Accounting Fiscal Year Ends 9/30

By **mid-October**, the primary accountant will have the books to process the end-of-year report
By **early November**, the books will be sent to a secondary accountant for the Financial Audit Review
By **January**, the Review will be returned to the primary Accountant to process the tax return
Tax Return is due by **Feb. 15** (annually)

D&B Number: 602913985

MCAM STAFF

Joseph Lahr: Executive Director
Lauren Horton: Operations & Programming
George Cox: Productions

GUIDEBOOK FOR BOARD MEMBERS

Manchester Community

Access Media, Inc.



540 N. Commercial St.
Manchester, NH 03101

Phone: 603-622-3023
Fax: 603-622-9323
Main Site: www.mcam.org
Programming: www.mcam23.com
Sponsorship: www.23friends.org

Established April 27, 2004

Introduction & Mission

Manchester's public access center is a non-profit organization, designated by the City of Manchester as the public access provider of the cable franchise agreement. The City of Manchester provides for the organization's operation budget from the city General Fund allocation in the amount of 20% of Cable TV Franchise payments, annually.

The Mission:

The Manchester Community Access Media Corporation is organized to develop, promote and facilitate, access and training for any Manchester resident to create television programs and have those programs cablecast throughout the City of Manchester.

MCAM, Inc. will be the primary outlet and opportunity for Manchester citizens to express ideas & opinions, art & information for every walk of life and every viewpoint, through cablecast television media, the internet, radio, print or other technologies. The corporation shall assure non-commercial, non-discriminatory and uncensored use of the facility, channels and opportunities

A Board of Directors should be as diverse as the city they serve, based on their skills, depth of experience, and broad understanding for the work involved and the goals to be attained. The Board will have a vested interest in insuring that public access continues and flourishes. One of the Board's functions is the creation and implementation of a development plan that includes, fundraising through annual appeals, grant writing for foundation or corporate funding, and a local business underwriting campaign.

Governance excellence requires members who can think conceptually and do so with a long-term perspective, able to welcome a diversity of opinions and abide by group decisions. They must be able to speak on behalf of the ownership rather than merely from their own or some sub-group perspective. They must place organizational accountability above personal gratification. They must be able to view the Board's task of assuring performance at arm's length—through setting expectations, delegating pointedly to a station manager, and monitoring.

Meetings

- The MCAM Board of Directors meets **monthly** on the **last Friday** of the month from about **7AM to 8:30AM** at the **MCAM Facility**.
- The meetings are generally open to the public unless declared otherwise by a majority vote of the Board and will follow Robert's Rules as the guide for the meeting process. Once a quorum is achieved, the Chairperson call the meeting to order.
- Special meetings of the Board may be called in accordance with eth Bylaws.
- Committee Meetings will be called by the Committee Chair with reasonable notice.
- The Board will hold their Annual Meeting in October within thirty (30) days after the end of their fiscal year (Sept. 30). Written notice of the time and place of special meetings shall be posted to the public at least two weeks prior.

The Meeting Agenda

- Any Board member may submit agenda items—up to five days prior to the next meeting—to the Secretary for selection. The Secretary may consult the Chairperson and/or the Executive Director to finalize the *official agenda*.
- The Secretary will distribute the official Agenda via e-mail at least two days prior to a regular meeting.
- Any late items must be presented in New Business.

Attendance

- If, within any six (6) month period, any Director incurs three (3) absences from regular meetings, the Chairperson shall formally contact the Director to express the Board's concern about the excessive absences.
- Failure of a Director to participate in three (3) consecutive Board meetings may be deemed a voluntary resignation from office. At that time the Chairperson may request the Director's resignation.

Committee Responsibilities

Executive Committee: The Executive Committee shall have the power to act as the Board of Directors in between Board meetings with limited authority.

Finance Committee: The Finance Committee shall review all financial statements, approve annual audit reports, approve the budget, and the selection of an independent accountant. The Finance Committee shall comprise the Board as a whole.

Budget Committee: The Budget Committee duties shall be to prepare drafts of the annual budget for submission to the Finance Committee for approval and to the annual meeting for review and commentary.

Nominating Committee: The Nominating Committee shall carry out its duties of Board perpetuation in accordance with the Bylaws.

Policy & Procedures Committee: This committee shall review all policy changes as requested by the Executive Director, review all changes to the Bylaws as requested by the Board, and adjudicate any disputes or complaints.

Marketing & Fundraising Committee: This committee's duties shall be to plan events which will result in a net gain of funds for MCAM; determine a single person to serve as administrator of each such event; develop a budget for each event, ensure that each such event is adequately publicized and promoted. Committee powers shall be to expend up to \$500 on each separate event without special authorization from the Board of Directors.

Board Responsibilities

The MCAM Board Members will be directly or indirectly responsible for:

- Developing the operations budget.
- Determining and enforcing policy
- Drawing up short & long term plans & priorities
- Providing general direction to station manager
- Budgeting & ensuring financial sustainability
- Organizing of Annual General Meeting
- Setting meeting times and agendas
- Providing Chairperson and Secretary for meetings
- Providing updated information to the IRS
- Maintaining adequate records
- Providing Board-sponsored programming
- Setting and carrying out of fundraising goals
- Monitoring performance
- Setting wage and benefit levels
- Maintaining and altering of facilities

A Board member will be expected to:

- Attend all meetings
- Attend any special meetings called
- Familiarize themselves with MCAM documentation
- Have a strong sense of responsibility for the station
- Take an active part in the work of the Board

Board Desiderata

Community Understanding & Involvement in Manchester

Involvement of City Government

Knowledge of community concerns as articulated by the elected spokespeople, but also ensuring that MCAM's voice can be heard within the government.

Representation of major Manchester cultures

For example: Business, arts, university, government, and habitat.

Strong concern for public access

A free media is synonymous with a free society

Dedicated to meeting responsibility to community needs

These should be actual needs, as expressed by members of the community, not the person's own assumptions as to what the needs are or ought to be.

Personal Qualifications

Activism

Board members must be willing and able to attend Board meetings, serve on committees, etc.

Expertise

Ideally, each Board member should bring to the Board some valuable expertise in one or more aspects of MCAM's operation, such as corporate development, public relations, government relations, fundraising, business management, technical operations, or personnel management.

Attitudes

Dedicated to promoting MCAM * Goal oriented * Long-range vision
Innovative * Willing to take responsibility for giving MCAM direction
* Willing to make decisions with MCAM as primary interest *
Respectful of opinions of others * Committed to democracy
Committed to individual rights * Committed to freedom of expression * Committed to public service * Fiscally prudent and realistic *
Pragmatic * Willing to serve in a management role * Sensitive to personnel issues

Board Resources

The Board members will review and understand the following MCAM resources:

- **MCAM Bylaws** (revised 9/07, available at mcam.org/station & [staff](http://mcam.org/staff))
- **Policy & Procedures Manual** (1st edition, available in print and at mcam.org/station & [staff](http://mcam.org/staff))
- **Membership Policy** (Who may be a member, and how does it work? available at mcam.org/get_involved)
- **Programming Policy** (detailed in the Policy Manual)
- **Controversial Programming Policy** (detailed in the Policy Manual and at mcam.org/offended)
- **Minutes of past Board meetings** (available at mcam.org/station & [staff](http://mcam.org/staff))
- **Current budget** (consult Executive Director for a copy of the budget and up-to-date expenditures; also provided at each regular meeting)
- **Financial statements for past year** (P&L, Account Balances, and an updated Budget Expenditure will be provided upon request and at every regular meeting)
- **Latest annual audit review** (provided at the time of annual distribution or upon request of the Executive Director)

Other important information and documents:

- List of Board expectations (provided in this booklet)
- List of Board members with contact info (provided upon request of the Secretary)
- Statement regarding conflict of interest (provided for in the Bylaws)
- Board assessment questionnaire (self-assessments should be taken annually to maintain an active and viable Board)
- Board committee list (provided upon request of the Secretary)
- Current brochures and fact sheets (consult staff for updated fact sheets)