



## Roles and Responsibilities Board of Directors Wolfeboro Community Television, Inc.

The Wolfeboro Community Television (WCTV) Board of Directors is critical to its operation. We appreciate your consideration of this important responsibility.

### **WCTV Board members shall:**

- ❖ Participate in most if not all monthly board meetings held 8:00a.m. the third Wednesday
- ❖ Participate in the the Annual Meeting held in January
- ❖ Understand organizational issues and resources and ensure the proper use of assets
- ❖ Understand the annual budget and fulfill fiduciary responsibilities
- ❖ Assist in the establishment of short and long-range goals which includes cultivating prospective underwriters and donors
- ❖ Participate in board deliberations supporting decisions and maintaining confidentiality of discussions
- ❖ Support the Executive Director and staff

\* The term of office for a new person beginning a first term on the board shall be for three (3) years

### **Duties of Officers:**

- The Chairman shall:
  - Lead all meetings of the Board of Directors
  - Serve as the primary channel of communication between the Board and Executive Director
  - Facilitate the appointment of committees
  - Be an ex-officio member of all committees

### **Wolfeboro Community Television, Inc. Board of Directors 2021**

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**Bruce Farr**  
*Board Chair*

—  
**Kathy Tetreault**  
*Vice Chair/Treasurer*  
Lakes Region Technology  
Center Representative

—  
**Suzanne Morrissey**  
*Secretary*  
Brewster Academy  
Representative

—  
**Brad Harriman**  
*Board Member*  
Wolfeboro Board of  
Selectmen Representative

—  
**Mary DeVries**  
*Board Member*  
Wolfeboro Area Chamber  
of Commerce  
Representative

—  
**Charlene Seibel**  
*Board Member*  
Governor Wentworth  
Regional School District  
School Board  
Representative

—  
**James Hurtado**  
*Board Member*  
General Public  
Representative

—  
**Timothy J. Goodwin**  
*Executive Director*  
Wolfeboro Community  
Television, Inc.

Studio located at Lakes Region Technology Center  
396 South Main Street  
Wolfeboro, New Hampshire  
603-569-0219  
www.wctv25.com

- Vice Chairman shall:
  - Lead meetings of the Board of Directors in the Chairman's absence
  - Perform other duties in the Chairman's absence
- Treasurer shall:
  - Oversee the proper collection, safekeeping, and disbursement of funds and assets
  - Provide a quarterly review of financial reports
- Secretary shall:
  - Record meeting attendance and minutes and oversee maintenance of minutes filed

**Director Profile:**

- Prepared, punctual and present
- Avoids surprises
- Supports proper financing
- Professional
- Makes decisions based on our Mission Statement

**MISSION STATEMENT**

Wolfeboro Community Television provides the public cable access channel programming for the town of Wolfeboro, New Hampshire.

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