

Arlington Community Access Corporation

Role of the Board of Directors

The Board of Directors of Arlington Independent Media serves the Arlington Community Access Corporation and is responsible to the membership body. The board is composed of fifteen members. Three members of the AIM Board are appointed by the Arlington County Board. One member is appointed by the cable franchise holder, currently Comcast Communications, and eleven members are elected by the voting membership of Arlington Independent Media.

The Board is responsible for enforcing the by-laws of the Arlington Community Access Corporation as well as establishing policy for the Corporation and proposing changes and modifications to the governing procedures as needed. Board members must exhibit qualities of judgement, patience, fairness, and conciliation to facilitate Board deliberations and in dealing with the membership and citizens AIM serves. Because of the leadership roles Board members play within the organization and the community, Board members are necessarily held to a higher standard of personal and professional conduct than that of an ordinary member of AIM.

Duties of the Board of Directors

- The Board has overall responsibility for the fiscal health of the organization. The Board adopts a budget, developed by the Executive Director, approves expenditures, arranges for an annual audit, initiates short and long-range planning, and has the fiduciary responsibility for the prudent management of all funds received by the organization.
- The Board shows a consistent interest in the workings of AIM as evidenced by regular attendance at Board and committee meetings as scheduled.
- The Board sets forth short and long-term goals for AIM, and sees to their review annually.
- The Board is responsible for securing an Executive Director and evaluating the Executive Director's performance annually based on accomplishing measurable objectives set by the Board in conjunction with the Executive Director.
- The Board is responsible for identifying Board members who will provide organizational leadership for AIM.
- The Board is responsible for an accurate record of the Board's meetings which may be made public.

Policies of the Board of Directors

- The Board President or Executive Director will serve as chief spokesperson for Arlington Independent Media. Board members may speak for the corporate entity when authorized to do so by the President of the Board.
- After due deliberation and voting, decisions reached and actions taken by the Board are to be supported by all Board members.
- All Board meetings will conform with the Arlington County open meetings policy and Robert's Rules of Order.

- The Board annually reviews the mission and policies of AIM.
- The Board directs the Executive Director who is responsible for the daily activities of the channel and staff. Staff members answer only to the Executive Director, not individual members. The Executive Director answers to the Board as a whole, not individual members.
- Board standing and/or ad hoc committees are policy committees, researching alternatives and/or implications of policy decisions for the full Board to consider and decide.
- The Board reviews and evaluates its own performance and identifies necessary board development areas on an annual basis.
- Board members must declare a conflict of interest in a timely fashion and refrain from voting decisions that will present a conflict of interest.
- Board members must refrain from proposing personal causes or championing causes of a membership individual or special interest group.
- Grievances brought to individual board members should be handled by following proper policies and procedures.