

## **Charter for the Lexington Community Radio Advisory Council, established 3/22/2018**

### **I. Community Advisory Council**

- The Committee shall be called the 'Lexington Community Radio Advisory Council.'
- The Council is authorized per organizational bylaws and Articles of Incorporation and will serve at the pleasure of the Board of Directors.

### **II. Purpose and Scope of Work**

- The Advisory Council is created as a standing committee for the purpose of working with Lexington Community Radio to achieve its mission.
- The Council shall limit its activities to advising on matters that directly concern Lexington Community Radio meeting the needs of the community with its programming.
- The Council shall have no legal responsibilities and is formed to give advice and recommendations to the board and management.
- The Council cannot compel the board or staff to act on its recommendations or feedback.

### **III. The Advisory Council:**

- Should be comprised of individuals who reflect the demographics and diversity of the communities served by LCR
- provide board and management with objective opinions about the organization's work in meeting the needs of the community it serves in the context of LCR's mission
- sign a conflict of interest disclosure and waiver statements

### **IV. Specific scope of work of the Advisory Committee may include the following:**

- Express the needs, concerns, and desires of the communities served by LCR
- Assess the impact of LCR programs, projects and events
- Evaluate LCR's performance in meeting the needs of the community in the context of LCR's mission.

### **V. Exclusions**

- Advisory Council members shall have no power to make decisions about the organization. They cannot outline rules for how the organization operate, give employees instructions, or give directives to the Board of Directors or management.
- Advisory Council members shall not speak on behalf of the organization. This includes speaking to the press or discussing confidential business matters with employees, clients or vendors.
- Advisory Council members serve to represent the voices and views of the community.

### **VI. Membership**

- The advisory committee shall consist of at least five members.
- Members must be residents of Fayette County and live in broadcast range of Lexington Community Radio.

- Council Members may volunteer to serve or be recommended.
- Council Member terms begin and end with the calendar year.
- Council Members serve at the pleasure of the Board of Directors.
- Advisory Council members serve a two-year term and may serve a third-year if renewed by the Board of Directors.
- Advisory Council members who have served three years must wait one year before beginning another term.
- The Board of Directors should work to ensure council membership reflects the demographics and diversity of the community served by Lexington Community Radio. The Board should furthermore vet each council member for eligibility and appropriateness to serve.

VII. Organizational Structure

- The Advisory Council shall elect a Secretary to record meeting proceedings.
- The General Manager of LCR shall serve as meeting facilitator in an ex-officio capacity.

VIII. Meetings

- Regular meetings of the Advisory Council will take place in First Quarter and Fourth Quarter with an optional meeting to take place in Third Quarter.
  1. Q1  
 LCR will present an annual strategy for meeting community needs.  
 The Advisory Council will provide input and recommendations.
  2. Q4  
 LCR will report to Advisory Council how identified community needs were met.  
 Advisory Council prepares an evaluation report for the Board of Directors
  3. Q3  
 As needed, the Advisory Council may choose to meet in July to evaluate the ongoing progress of LCR in meeting recommendations and/or make additional recommendations.
- Meetings shall be held at a branch of the Lexington Public Library and are open to the public.
- Advisory Council meetings, their time and location shall be announced on air, posted online, and posted in public view at the station.
- Written notices of upcoming meetings will be emailed to members at least seven days before a meeting requesting confirmation of attendance.
- Minutes of each meeting will be kept by the Secretary. An electronic copy will be emailed to the Board of Directors within seven days after a meeting.
- Committee recommendations and reports will be submitted in writing to the Board of Directors.
- Due to the limited number of meetings, members who are absent without notice will be considered to have resigned their seat.
- The board will only move to fill a vacancy during the calendar year if total membership falls below five members.