



BOARD APPLICATION AND POSITION DESCRIPTION

Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of: community relations, fundraising, member engagement, donor relations.

Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization.

Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year excellence for WCAT's mission.

The Board of Directors has up to nine voting members. Terms are for 1 year. Board Member responsibilities include attendance at regular board meetings (average 9 per year), as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization.

The attendance policy allows for removal if three consecutive meetings are missed without notice. Declaration of Candidacy Board positions require a time and energy commitment that should not be underestimated.

Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members: Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request Program Overview & Calendar of Events Email or call the Executive Director, Sarah Fletcher, with questions or if you would like the contact information for the current Nominating Committee chair.

To apply: Submit the one-page Board Application (page 2 of this document) and your résumé to the Nominating Committee. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line. Copies of the one-page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.



Time and Financial Considerations

- Board Meetings - monthly held on Zoom on the 3rd Thursday of the month at 7pm.
- Committee Work - held monthly, generally by email and Zoom
- Annual Meeting - held in June each year in lieu of regular board meeting
- Annual Fundraisers- board participation needed/required
- Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional but we ask that board members consider giving at a leadership level.
- Board members should maintain an active membership status during their term.

Application for Westford Community Access Television, Inc. Board Candidacy

Name	
School/Company	
Current Occupation	
Address	
Telephone	
Email	

We want to understand your views on current operation and how your potential contributions might fit with the organization's vision and mission. Please answer the following questions. Limit your response to this page/space provided. Address and contact information will not be distributed. Please also send your resume or CV to board@westfordcat.org



1. Please briefly describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on the board?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.

4. Are you currently serving on a board of directors for another organization? If so, please list the organization/s name and your role.

5. What is your preferred method of contact/communication?

Email

Phone Call

Text Message