The mission of the Community Advisory Board (CAB) is to serve the local community, WHRO/WHRV’s audiences viewers and supporters, and to ensure that the stations provide quality, responsive and independent noncommercial broadcasting services in compliance with section 396(k)(B) of the Communications Act.

The role of the CAB is advisory in nature. Under Federal Communications Commission regulations, the CAB does not exercise any control over the daily management or operation of stations. The Corporation for Public Broadcasting stipulates that the CAB is primarily charged with reviewing programming goals, community services, and significant policy decisions rendered by the stations.

WHRO’s Community Advisory Board (CAB) is the station’s “eyes and ears” in the community. As members of the community WHRO serves, their role is to alert the station to emerging needs and trends of the Hampton Roads area and share suggestions, ideas, and observations with station management.

As viewers and listeners of WHRO content, their role is to offer feedback regarding programming and suggestions for topics that are important to the community and station initiatives.

Organization:
The CAB shall be composed of no less than 15 and no more than 22 members. The term of office for all members of the CAB is three years, with the intent that one-third of the Board members’ terms expire each year. Members may serve an additional three year term by mutual agreement.

Membership:
Through an annual application process, the Board strives identify candidates who are representative of the cultural, education, civic, ethnic, geographic, and economic diversity of the WHRO/WHRV coverage area. Membership applications shall be reviewed by the Membership Committee with recommendations submitted to WHRO management for review each year, or as determined by WHRO in consultation with the Board. New members are notified in by mid-July in time for an August orientation.

Meetings:
CAB meetings are conducted at WHRO at 5200 Hampton Boulevard, Norfolk, VA 23508 6:00 PM to 7:30 PM four times a year on the second Tuesday of September, December, March, and June. Notice of meetings will be given at least 10 days prior to the meeting. Meetings are open to the public. Meeting notices will be sent to Board members and promulgated on WHRO.org among other places at least 10 days prior to a scheduled meeting.

Attendance:
CAB meets four times a year. As attendance is crucial for engagement and ability to contribute to the Board, failure to attend three or more meetings *unexcused in any fiscal year (July 1 to June 30) shall result in the dismissal of a Board member. As WHRO Public Media and the Board acknowledges the

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value of in-person meetings, it is the expectation that members will attend in person, however as emergencies may arise, members will be permitted to participate in one virtual meeting per year. Board members attendance at meetings will be noted in the minutes.

*To be excused, member must email Chair and WHRO Liaison to request excusal from any meeting. Request must be of an emergent nature and is reviewed on an individual basis.

Leadership

CAB member leadership is comprised of Chair and Vice Chair, both serving a two year term. Meetings and business of the CAB shall be presided over and conducted by the Chair. In the absence of the Chair, the Vice-Chair will preside over the meeting.

Following the Chair’s two year term, the Vice-Chair may step into the role of Chair. This is contingent upon successfully serving as Vice-Chair in the previous years, the recommendation of the Membership Committee, and the Vice-Chair’s interest and commitment to the position. If these criteria are met, the Vice-Chair will step into the two-year Chair Position.

As the Vice-Chair role is scheduled to become open, at least 30 days prior to the scheduled June meeting (last meeting in fiscal year), the Membership Committee shall nominate a candidate to fill the Vice-Chair role. Candidates should be submitted to WHRO management for approval, which will go to parliamentary vote in the June meeting. During this meeting, if another individual wishes to be considered for Vice-Chair, they may nominate themselves. At that time, there will be a ballot vote by the board to determine who will serve as Chair.

If the Vice-Chair will not be stepping into the Chair Position, the Membership Committee shall also make recommendations for the Chair position, which will go to parliamentary vote in June. During this meeting, if another individual wishes to be considered for Chair, they may nominate themselves. At that time, there will be a ballot vote by the board to determine who will serve as Chair.

New Chair and Vice-Chair leadership shall be assumed immediately following the June meeting and shall function in their prospective roles during the summer to prepare for upcoming year of meetings.

The function of Secretary shall be performed by two Board members, primary and an alternate to be responsible for minutes. This is a volunteer position. A request shall be made for volunteers prior to the September meeting. Minutes of the meetings shall be distributed to and approved by the CAB, filed in the business offices of WHRO/WHRV and posted online.

In consultation with the members and WHRO Liaison, the Chair of the CAB shall establish a schedule of meetings, set the agenda and preside over CAB business. In addition, the Chair shall consult with Board members and prepare an annual report on the CAB’s activities, reviews, and recommendations (if any) which shall be presented to the Chair of WHRO’s Governing Board, filed in the business offices of WHRO/WHRV and posted online.

One half (1/2) of the then seated voting members of the CAB shall constitute a quorum for the transaction of business at any meeting of the Board and the action of a majority of such members present and voting at such a meeting shall be an act of the Board. Once properly convened, a meeting
of the Board shall not be terminated for a lack of quorum, but the Board may refrain from transacting any business such as election of new members absent a quorum.

Committees
The Board may empanel committees to handle various aspects of the Board’s business. Committee structure may change and/or additional committees may be added as the need arises upon Board approval. It is recommended that Leadership be involved in each committee.

Membership Committee: responsible for membership recruitment, leadership nomination, new member recommendation, orientation, development and retention. The membership committee shall also review the guidelines each year for updating and presentation at the September Board meeting.

Required Commitments of CAB Members:
Once acceptance of a position on the Board, members agree to:
1. **Attend at least three out of four CAB meetings**
   a. If unable to attend in person, members may attend virtually for one of the four meetings.
   b. If conflict arises that prohibits attendance, contact Board Chair and station liaison. In the case of emergencies, a meeting excusal may be considered.
2. **An expected 6 – 8 hours (minimum) of commitment is required towards the CAB meetings.**
3. The board members are encouraged to spend additional 10 hours (minimum) in any other form such as participating in committee activities, station events, and/or pledge drives.
4. Serve on at least one committee and actively participate in the accomplishment of committee objectives.
5. Actively promote WHRO events (Answer phones for pledge, attend a WHRO community event, volunteer for a WHRO community event, etc…)
6. Help WHRO learn more about the depth and breadth of important events that take place in its community of service and about the diversity of organizations and people who are making significant contributions to life in the community.
7. Act in WHRO/WHRV’s best interest and excuse themselves from discussions in which the member may appear to have a conflict of interest.
8. Stay informed about what is going on at WHRO/WHRV: ask questions and request information and participate in and take responsibility for matters concerning the CAB and its work in support of the station.
9. Serve as an ambassador to support community awareness of WHRO/WHRV’s work and to represent WHRO/WHRV in a positive and supportive manner.
10. Speak knowledgeably about the station’s programs and goals, educating those in their circles of influence. Extend thanks to those who support the station.
11. Identify individuals who meet Board membership criteria and recommend them when applications become open.
12. Discuss the issues and business placed on the agenda for scheduled meetings. Channel ideas to the Board Chair, station liaison or the appropriate committee of the Board, and follow up as necessary.
As a Community Advisory Board Member, I have read and understand the Guidelines as outlined above and am able to meet the required commitments.

__________________________________________  ________________
Sign                                Date

__________________________________________
Print Name