

KEOS Critical Committees & Tasks

Development Committee: *Solicit underwriting from area businesses and groups, work with underwriters to compose a FCC compliant announcement, schedule the underwriting, and work with the Program Director to air the announcement scheduled intervals. Additional, non-exhaustive responsibilities are as follows.*

- (1) Provide Financial Committee with the completed underwriting contract and additional information if needed for invoicing underwriter. Ensure underwriters meet their financial obligations.
- (2) Review Traffic Logs to verify broadcast of all underwriting announcements, and ensure underwriters meet their financial obligations.
- (3) Maintain a current list of underwriters and the programs they support; update the FCC Public Inspection File, as well other printed and electronic forms.
- (4) Maintain documents that describes KEOS underwriting options, rates, KEOS's mission statements and its programming.
- (5) Work with the Management Team, Board, and volunteers to develop ways to strengthen KEOS's finances, including setting up a yearly promotional/fundraising calendar.
- (6) Check and respond to e-mails addressed to Development Committee (underwrite@keos.org).

Financial Committee: *Make sure all bills are paid on time by preparing checks for authorized signatures, generate timely invoices for all underwriters, record all donations on KEOS donor management system and prepare deposits for all non-electronic donations. Other, non-exhaustive responsibilities are as follows.*

- (1) Use QuickBooks for checks and invoices, and use eBase for donation records.
- (2) Pick up mail from the post office and distribute mail to committees and volunteers.
- (3) Check and respond to e-mail addressed to Financial Committee (findir@keos.org).
- (4) Prepare and make bank deposits. Provide a list of account balances for Board and Management Team meetings.
- (5) Notify Development Committee when an underwriter is behind on payment.
- (6) For on-air fund drives, follow up on outstanding pledges and report final totals to volunteers, as well as to the Management Team and Board.

Operations Committee: *Oversee staffing of Operations shifts in consultation with the Management Team, oversee systems for remote program feed bulletins, and schedule updates, including remote feed recordings. Other, non-exhaustive responsibilities are as follows.*

- (1) Direct operations shifts, and together with the Program Director, oversee operator procedures, and investigate operations-related programming problems.
- (2) Review traffic logs to verify their accuracy and completeness.

- (3) Manage the station-wide KEOS-Ops and Discuss electronic mailing lists.
- (4) Check and respond to e-mail addressed to Operations Committee (operations@keos.org).
- (5) Maintain a list of ops shift positions which need volunteers and communicate recruiting needs to Personnel Director.

Social Media Committee: *Create KEOS's social media strategy and coordinate the strategy across its social media to ensure and effective, integrated public media presence. Explore and adopt relevant social media techniques to publicize KEOS's events and services. Other, non-exhaustive responsibilities are as follows.*

- (1) Source, monitor, and manage all social media platforms for KEOS.
- (2) Communicate with social media followers and their queries in a timely manner
- (3) Monitor SEO and web traffic metrics.

Pledge Drive Committee: *Schedule and announce pledge drives and their themes to all volunteers about a month in advance; remind hosts to plan special shows, invite co-hosts, and work with the Social Media Committee to promote pledge drives on KEOS website and social media. Other, non-exhaustive responsibilities are as follows.*

- (1) Schedule pledge pitches for non-live shows and find volunteers to pitch during these openings.
- (2) Ensure there are enough pledge forms and other supplies. Set up the Fund Drive Notebook and other material beforehand. Identify premiums and matching funds, and make sure we have enough promotional items.
- (3) Instruct hosts to urge listeners to make online donations and to set up recurring donations.
- (4) Check daily tally sheets, keep volunteers informed, and keep track of premiums and promotional items.
- (5) Report to Financial Director the total of pledges made.