

# UNIVERSITY: STATION ALLIANCE BOARD OF DIRECTORS

November 1, 2006  
Conference Call

*Participating: Craig Beeby (President), Regina Dean (Vice President), Roger Sarow (Treasurer), Dave Edwards (Secretary), Arlen Diamond, Joan Kjaer , Caryn Mathes, and Madison Hodges (Executive Director).*

President Beeby called the meeting to order at 12:05pm CT

## **□ Review Executive Director Position Description**

Craig reviewed some of the main points in the current job description, which was followed by a discussion of some of the characteristics, which such an executive director should possess.

Among them:

- Experience in the public radio industry
- Experience in working with an educational institution
- Experience as a grant solicitor and management of grants and projects.
- A trusted individual who is respected by others in the industry.

Madison said that since becoming executive director he spent most of his initial time with housekeeping details (reviewing bylaws, financial matters etc) but that the next executive director will need to pay more attention to developing the organization's website and have more direct contact with member stations.

Madison agreed to edit the job description so that it can be reviewed by the Board's executive committee.

Craig thanked Madison for all of his contributions to the organization and his willingness to volunteer his services during this period of transition.

The meeting was adjourned at 12:45pm CT.

Submitted by:  
Dave Edwards