

## **Open Volunteer Roles at WCAT**

Westford Community Access Television (Westford CAT) is a non-profit corporation appointed as Access Provider in the town of 25,000 citizens in Westford, Massachusetts.

Westford CAT serves the town providing Public, Educational, Government programming, Community Outreach and the delivery of public interest reporting including but not limited to: town government, local community service programs, upcoming major events, and other content of community interest.

*Westford CAT's mission is to promote the use of local access to enhance a free and diverse exchange of ideas and interests that foster community participation and educational opportunities.*

Westford CAT has multiple opportunities for interested parties to serve. Residency in Westford is preferred, but not required. See Bylaws re membership eligibility.

### **Board of Directors**

Two (2) seats are currently open with additional seats possible. See Application on WCAT website.

Interested parties should have experience in non-profit governance and fundraising. Professional experience in Media, Human Resources, the Law, Finance, Non-Profit Management are preferred.

### **Fundraising Committee**

Five (5) seats are currently anticipated for this advisory committee with the possibility of additional seats

Interested parties should have experience in non-profit fundraising, finance, or hold significant opportunity to leverage relationships in support of WCAT.

This committee is charged with advising and assisting staff in fundraising initiatives which include but are not limited to grant writing, personal appeals, sponsorships and events in an effort to fund 20% of WCAT's budget locally in 2022.

### **Bylaws Committee**

One (1) seat is currently open with the possibility of additional seats

Interested parties should have experience in non-profit governance and or the law.

This committee will be advising the Board of Directors on potential updates to the bylaws to present to the Town of Westford with the objective of their being approved at the Annual Meeting in June 2020.

### **Executive Director Search Committee**

Two (2) seats are currently open

This committee will be advising the Board of Directors on potential candidate to fill the open Executive Director position. Timeline to be determined.

### **Task Force/Fundraising**

Five (5) seats are currently anticipated for this Citizen's advisory committee proposed by the BOD.

This Committee will survey "Best CAT Practices" and make a formal recommendation to the BOD, most likely before September of 2020. Another will focus on Fundraising with no limits on membership.

### **Producers, Citizen Journalists, Volunteers, and Members**

Unlimited opportunity! And always sought! Have an interest WCAT can help spark? Reach out!

*For all the above, see WCAT website for additional detail and nomination information.*

## Westford CAT Committee Interest Form

*Currently seeking Committee positions with a variety of end dates*

Please complete this form and return it to a Westford CAT Board Member, or  
Email to [Accounting@WestfordCAT.org](mailto:Accounting@WestfordCAT.org)

### CONTACT INFORMATION

First Name, Last Name: \_\_\_\_\_

Westford Resident? (Yes) (No) Eligibility criteria if Not Resident? \_\_\_\_\_

Home Address (number and name): \_\_\_\_\_

Phone numbers – at least one must be provided. Phone numbers not shared publicly.

Best Phone: \_\_\_\_\_       Home       Work       Cell

Cell (required): \_\_\_\_\_

Email best address (required): \_\_\_\_\_

### Basic Requirements:

- Eligibility as defined by WCAT Bylaws (not required for Task Force)
- Regular Attendance at meetings and con-calls as needed.
- Agreement to honor WCAT Code of Ethic
- Willingness to Serve Term specified

### Preferred Experience Set:

- |  |                                  |  |
|--|----------------------------------|--|
| <input type="radio"/> Legal            | <input type="radio"/> Financial  | <input type="radio"/> HR               |
| <input type="radio"/> Governance       | <input type="radio"/> Management | <input type="radio"/> Non-Profit Board |
| <input type="radio"/> Media/Journalism | <input type="radio"/> IT         | <input type="radio"/> Producer         |

### Committee of Interest: check all of interest

- |   |  |
|---|--|
| <input type="radio"/> Taskforce/Fundraising*    | <input type="radio"/> Bylaws                       |
| <input type="radio"/> Executive Director Search | <input type="radio"/> Citizen Journalist (forming) |

*Notes: Form not required for Taskforce.*

*Board of Directors has a separate more comprehensive form.*

### Previous Relevant Volunteer Service:

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