



BOROUGH OF  
NEW PROVIDENCE  
SETTLED IN 1720

## NP-TV Production Board

**Mission Statement:** The goal of the NP-TV Production Board is to provide residents of our community access to quality governmental and educational events, activities, and information via local television broadcasts and to provide students with video production opportunities consistent with BOE curriculum requirements.

**Scope:** The Borough of New Providence recognizes that our residents should have the broadest possible access to information of local government and educational institutions. Television broadcasts will augment communications currently available via the borough and school district websites, quarterly newsletters, and local newspapers.

**Purpose:** The production board, appointed by the Mayor with approval of the BOE president will focus on the following areas:

- Evaluate NP-TV equipment needs, both short term and long term, and develop associated budgets.
- Develop NP-TV programming content, priorities, and schedules that consider the needs of the community, the borough, and the Board of Education.
- Determine NP-TV production studio requirements.
- Assess various funding scenarios, including sponsorships, grants, and fundraising activities.
- Recommend amendments to the NP-TV Policy Manual, governing the operation of the station, its broadcasts, and its staff.
- Assure that programming complies with the NP-TV Policies and Procedures.
- Create strong partnerships with neighbors, businesses, schools and community.
- Oversee a NP-TV volunteer staff, including station managers, writers, producers, videographers, editors, and other personnel required to produce and broadcast programs.

**Membership:** The committee will consist of individuals appointed from the community, local government, with (equal) representation from the Board of Education and will be made on an annual basis with a term of one-year.

**Chairperson:** The Mayor will appoint, with the approval of the BOE President, one individual to serve as chair of the NP-TV Production Board who will be responsible for conduct meetings as described herein.

**Meeting:** Meetings will be called by the chair and held as needed to satisfy the requirements set forth herein, but no less than four (4) times annually.

**Reporting:** The Council Liaison for Communications will provide a report to the Mayor and Council following each meeting of the NP-TV Production Board. The report should include the work of the NP-TV Production Board and any concerns addressed. Annually, the chairperson of the NP-TV Production Board will make a presentation to the Borough Council.

Date: 102910