

## **OCCA Board Member Job Description**

**Title:** Member, Board of Directors

**Purpose:** To lead the organization by determining governing policies for OCCA, and ensuring they are implemented through the work of the Board's committees and the support of its staff; to raise funds to finance the organization; to provide oversight of the organization's finances; to promote the organization and expand its networks; and to monitor OCCA's performance against board-determined organizational goals.

**Meeting Attendance:**

- ✧ All regular, special meetings of the Board, and annual meeting in the fall.
- ✧ Committee meetings, as assigned

**Term:** Three-year term

**Responsible to:** President and Board of Directors; in committee assignments, to committee chair.

**Resignation:** In writing, to President

**Selecting Board Members:**

Because the Board of Directors plays such an important role in your organization, you must apply stringent standards in your search for board members, and look for individuals who:

1. Can bring a variety of skills, experience, and diversity to the organization.
2. Have backgrounds and contacts that differ from – but complement—those of the other directors. This diversity is vital to maintaining a “balanced” board composition.
3. Have concern for your organization's development, and are willing to learn about the substantive program areas of the organization.
4. Are prepared to set aside any potential conflict between their personal or individual business interests to support the well-being of the organization.
5. Work well with others; listen, analyze, and think clearly and creatively.
6. Will take responsibility and follow through on assignments.
7. Are willing to develop skills they need in order to be effective board members (e.g., the ability to read and understand financial statements.)

**Duties of Board Members:**

1. Stay well-informed about OCCA's business by reading minutes of the Board meetings, committee meetings, financial statements, newsletters and other materials. Do research on your particular area

of interest. Take seriously your legal, fiscal and ethical responsibilities as a Board member.

2. Understand why you have been asked to serve on the Board, and make your particular expertise, contacts and resources known and accessible.
3. Attend Board meetings regularly and on time. Contact Executive Director/Staff in advance if you cannot attend. Become informed in advance on agenda items whenever possible. Contribute your knowledge and point of view while considering other points of view, and help the Board make decisions reflecting the mission of the organization.
4. Assume Board leadership responsibilities (committee chairperson, elected officer, etc.) as requested. Follow up on committee goals and tasks.
5. Attend meetings of all committees to which you belong.
6. Attend OCCA's special activities, including public relations and fundraising events.
7. Function as a goodwill ambassador for the organization and its programs, expanding OCCA's network through friends, relatives and colleagues.
8. Assist in the financial management, including adoption and oversight of the annual budget.
9. Make a personally significant contribution to OCCA. This does not absolutely mean a financial contribution, it could be your time.
10. Assist in fundraising efforts as determined by board/fundraising committee. This will specifically involve making thank you calls, solicitation phone calls, and solicitation visits with possible donors. Participation in fundraising committee meetings for training, planning, and implementation purposes are also occasionally required.
11. Assist in the recruitment of Board members, volunteers and committee members to augment the Board and ensure diversity and continued growth.
12. Be informed about OCCA's programs, policies and services. Keep your Board files up to date. Be familiar with the bylaws.
13. Be informed about the needs of the community, noting community activities and political/legal developments which may impact OCCA or its programs, bringing these issues to board meetings.
14. Understand the roles and functions of staff and how Board and staff work together to fulfill OCCA's goals.

### **President:**

The President must have in-depth knowledge of the mission and programs of the organization as well as the governing documents, policies/procedures and includes the duties below.

1. Manage the regular Board and Executive Committee meetings, ensuring that proper procedures are followed, e.g. recorded minutes of all committee meetings (see bylaws) and that there is active participation in discussions by all Board members.
2. Serve as an ex-officio member of all committees.
3. Work with the executive director to prepare the agenda for the Board meetings.
4. Work with the executive director to ensure that Board resolutions are carried out.
5. Call special meetings as necessary.
6. Appoint committee chairs, and in consultation with the executive director, make recommendations for individuals to serve on the committees (including non-Board members if outside expertise is necessary).
7. Ensure that Board members and officers are aware of their roles and responsibilities by working with the executive director on Board training and new member recruitment.
8. Oversee new executive director searches as needed.
9. Oversee executive director's annual performance evaluation and compensation review.
10. Act as a spokesperson for the organization.
11. Oversee the Board self-evaluation process.
12. Identify organizational and Board strengths and weaknesses and put forward motions to make improvements.
13. Build trust within the Board and nurture the Board, staff and committees to support the organization's mission.
14. Communicate regularly with Board members and the executive director.

### **Vice President:**

As an officer of OCCA, the Vice-President must have in-depth knowledge of the mission and programs of the organization. In addition, the Vice-President must do the following:

1. Attend all board meetings.
2. Serve on the executive committee.
3. Carry out special assignments as requested by the President.

4. Understand the responsibilities of the President and perform the President's duties in the President's absence or in the event of incapacitation.
5. Provide leadership.

**Secretary:**

As an officer of OCCA, the secretary must have in-depth knowledge of the mission and programs of the organization. In addition, the secretary must do the following:

1. Attend all Board meetings.
2. Serve on the executive committee.
3. Ensure accuracy and safety of all Board records.
4. Review Board minutes.
5. Assume responsibilities of the President in the absence of the President and Vice-President.
6. Check bylaws for handling of Board records.

**Treasurer:**

As an officer of the OCCA, the Treasurer must have in-depth knowledge of the mission and programs of the organization as well as its financial condition. The Treasurer bears special responsibility for ensuring that the organization is financially sound and that its assets are being used effectively to meet its tax exempt purpose. The Treasurer also must ensure that the Board as a whole fulfills its fiduciary responsibilities.

In addition, the Treasurer must:

1. Have an understanding of financial accounting for nonprofit organizations.
2. Serve as the officer of the organization most directly responsible for its financial affairs and accounting as well as its internal and external financial reporting.
3. Manage fulfillment of the Board's financial responsibilities.
4. Ensure that appropriate financial reports (e.g., treasurer's report, IRS Form 990, audit) are filed and available to the Board in a timely manner.
5. Review with the executive director projected income and expenses and assist with preparing and presenting the annual operational budget for full Board review and approval.
6. Review with the executive director all financial policies and procedures (including internal controls and investments) and ensure their compliance with federal, state, and local, requirements.

7. Review the annual audit and ensure that board members' questions are addressed; ensure that any adverse audit findings are addressed promptly. The executive officers, minus the Treasurer, make up the Audit Committee.

### **OCCA Board Committee Chair *Position Description***

Committee chairs are a critical part of the Board's leadership team. The bylaws define the functions of the standing committees and their composition. The President appoints the chairs and members of all standing and ad hoc committees.

#### ***Committee chair responsibilities include the following:***

1. Recommending to the President and/or Board, individuals deemed suitable to serve on the committee. We should invite more general OCCA members to serve on committees.
2. Calling meetings and setting the agenda.
3. Ensure that meetings are properly recorded (e.g., written minutes and schedules) and copies sent to administrative director. It is up to the chair to coordinate meeting date and time with members. Room availability should be checked with office staff. Staff should also know about all meetings being held in the office or at another location. Coffee and tea are available in the office.
4. Coordinate communication and staff services with the executive director and/or assigned staff.
5. Include pertinent strategies, identified in the strategic plan, into committee discussion and activities.
6. Regularly report to the board President, all committee recommendations, progress and any significant issues and/or concerns that warrant board attention.
7. Keep board President and executive director apprised on an ongoing basis with regard to all committee work and progress, and notify the president and executive director of the committee's report to the Board in advance of the meeting. Ensure that the committee stays within its governance charge and is accountable to the Board of Directors.
8. The committee will communicate through the President, any advice relating to executive directors work program.