

OAESV Board Member Job Description

FUNCTION: Provide governance to the organization, represent it with integrity to the community, and accept the ultimate legal authority for it.

DUTIES:

Planning

- Review OAESV's mission, values and purposes and management's performance in achieving or adhering to it.
- Annually assess the environment and approve OAESV's strategy in relation to it. Support management in development of annual plan, long-term strategies and evaluation processes.
- Annually review and approve OAESV's funding strategy and fundraising plan.
- Annually review and approve OAESV's operating budget.
- Review and approve OAESV's long-range financial goals.
- Approve major policies.

People

- Elect, monitor, appraise, advise, support, reward and, when necessary, change executive director.
- Be assured that management succession is properly being provided.
- Be assured that the status of organizational strength and talent planning is equal to the requirements of long-range goals.
- Approve appropriate compensation/benefit policies and practices.
- Propose a slate of directors to members and fill vacancies as needed.
- Annually approve the Performance Review of the Executive Director and establish his/her compensation.
- Determine eligibility for and appoint Board Committees
- Annually review the performance of the Board and take steps to improve its performance.

Financial and Operations

- Be certain the financial structure of OAESV is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice and feedback.
- Approve major actions of OAESV, such as capital expenditures and major program and service changes, and all non-budgeted contracts.

Audit

- Be assured that the Board and its committees are adequately and currently informed-through reports and other accessible methods – of the condition of OAESV and its operations
- Be assured that published reports properly reflect the operating results and financial condition of OAESV
- Ascertain management has established appropriate policies to define and identify conflicts of interest throughout OAESV and is diligently administering and enforcing those policies.
- Appoint independent auditors with appropriate credentials.
- Review compliance with relevant material laws affecting OAESV

WHAT IS EXPECTED OF OAESV BOARD MEMBERS IN 2010?

- Be a paid member of OAESV (individual member or represent a member organization).
- Read OAESV bylaws and ensure compliance.
- Learn about the role of state sexual assault coalitions and the history of OAESV. Learn about the legal and ethical responsibilities of Board Members.
- Regularly attend Board meetings. The frequency of meetings will be determined by the full Board, but will likely be monthly in the early formation of the governance structure. A minimum of four (4) meetings per year are required per the organization's bylaws. The location will likely be central Ohio.
- Attend a Board Training in April 2010. This is MANDATORY.
- Participate in at least one sub-committee, such as finance or board development. Make a serious commitment to participate actively in the committee work.
- Stay informed about Board matters. Prepare for meetings and review and comment on minutes and reports. Follow through on assigned commitments. Complete tasks on time.
- Build a collegial relationship with other Board members, staff and community partners.
- Actively participate in developing OAESV's first annual operating plan and budget. Develop and implement a comprehensive fundraising plan with support from OAESV staff.
- Ensure effective transition from founding board members to elected board members and from temporary to permanent staff.
- Make a meaningful personal financial contribution to OAESV. Suggested contribution is \$250.

- Participate in fundraising activities. Attend events. Introduce others to OAESV. Solicit individuals and organizations for support.