



Ohio Alliance to End Sexual Violence Board of Directors
Roles & Responsibilities:
Service on the Board



WELCOME FROM THE BOARD PRESIDENT & EXECUTIVE DIRECTOR

Congratulations and welcome to the Ohio Alliance to End Sexual Violence Board of Directors!

On behalf of your board colleagues and OAESV staff, we would like to express our appreciation for your willingness to serve in this important role as a member of our board—the highest level of service for OAESV.

It is both an honor and a privilege to serve, and high expectations have been placed before all board members. OAESV is an important player in the fight to prevent and end sexual violence not only in Ohio, but around the country. The board has become an increasingly important entity to the organization's mission of providing comprehensive responses and rape crisis services for survivors and empowering communities to prevent sexual violence.

We hope you will place the Ohio Alliance to End Sexual Violence as one of your highest philanthropic priorities. Our aspirations for you are high. We ask you to set an example of personal giving commensurate with your capacity, by actively participating in the fundraising process, and by serving as a vibrant ambassador and advocate for OAESV. More information regarding your specific duties, roles, and responsibilities is contained in this document.

As a board member, you ultimately are responsible for the success of the organization; we look to your exceptional experiences and background to guide us toward the future.

It's an exciting time to be a part of the OAESV Board of Directors. Thank you for your willingness to serve, and we look forward to working with you in this important role.

Sincerely,

Sharlene Boltz President, Board of Directors
OAESV

Rosa Beltré, Executive Director
OAESV

EXPECTATIONS: HOW BOARD MEMBERS SUPPORT OAESV

GENERAL RESPONSIBILITIES

- Approve OAESV's mission and review management's performance in achieving it.
- Annually review and approve OAESV's funding plans.
- Review and approve annual financial goals.
- Annually review and approve the organization's budget.
- Approve major policies.

ORGANIZATION

- Hire the Executive Director, and determine disciplinary action if needed, up to firing
- Approve an annual performance review of the Executive Director and establish compensation based on recommendations of the Executive Committee and board chair.
- Ensure the organizational strength and employee base can substantiate long-term goals.
- Approve appropriate compensation and benefit policies and practices for Executive Director.
- Propose prospective board members to fill vacancies as needed.
- Participate on one or more committees of the board.
- Annually review the performance of the board (including its composition, organization, and responsibilities) and individual members, and take steps to improve performance.

OPERATIONS

- Review results achieved by management as compared with the organization's mission, and annual and long-term goals. Compare performance to that of similar organizations.
- Be certain the financial structure of the organization will adequately support its current needs and long-term strategy.
- Provide candid and constructive criticism, advice, and comments.
- Approve major actions of the OAESV such as capital expenditures on all projects over authorized limits and major changes in programs and services.

AUDIT

- Ensure the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
- Ensure published reports properly reflect the operating results and financial condition of OAESV.
- Ensure management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies.
- Appoint independent auditors subject to approval by board members.
- Annually review both audit and tax filings of OAESV.
- Review compliance with relevant material laws affecting the organization and its programs and operations.

LEGAL

- Act on behalf of OAESV and its interests, putting aside personal concerns, affiliations, or constituencies.
- Set procedures and policies to ensure that any affiliate is organized and administered in a manner that is in compliance with applicable law.

ETHICAL

- Recognize the chief function of OAESV, at all times, is to serve the best interest of survivors of sexual violence.
- Accept as a personal duty the responsibility to remain informed on emerging issues and to conduct oneself with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Respect the structure and responsibilities of the board, provide others with facts and advice as a basis for making policy decisions, and uphold and implement policies adopted by the board.
- Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Exercise whatever discretionary authority we have under the law to carry out the mission of OAESV.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.

- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- Avoid any interest or activity that is in conflict with the conduct of our official business and disclose any potential conflicts of interest.
- Respect and protect privileged and confidential information to which we have access in the course of our official duties.
- Strive for personal and professional excellence and encourage the professional development of others.
- Use good judgment based on high ethical principles with respect to acceptable conduct.

ADVOCATES FOR THE OHIO ALLIANCE TO END SEXUAL VIOLENCE

Board members will acquire and maintain knowledge of OAESV priorities and programs in order to serve as advocates with their associates, colleagues, and friends. They will articulate and support the mission, purpose, and responsibilities of the organization and its affiliate institutions.

Because board members are trusted members of their communities, they are expected to extend the influence of OAESV by introducing other board members, staff, and other appropriate representatives to influential individuals, corporations, and foundations. Board members are asked on an annual basis to assist in developing relationships with new potential donors, or board members, as needed.

WILLINGNESS TO BE AN ACTIVE BOARD MEMBER

OAESV seeks board members who are willing to provide counsel, advice, constructive criticism, professional expertise, and suggestions to maximize the ability of the organization to serve the state of Ohio. Board members are asked to be active and present participants in all board meetings (unless otherwise excused) and serve on at least one committee of the board. Board members should understand their fiduciary responsibilities, prepare for meetings, ask good questions and willingly share their expertise. Board members are also asked annually to sign a form noting any potential conflicts of interest and a code of ethics statement.

ACTIVELY PARTICIPATE IN THE FUNDRAISING PROCESS

OAESV board members, individually and collectively, set the tone for the development goals of OAESV. It is expected that each board member will provide leadership for these goals in the following manner:

- Make OAESV one of their highest philanthropic activities.
- Set an example by personally contributing commensurate with their capacity to contribute, and/or playing a major and leading role in facilitating membership and gifts from others during their term of service.
- Through their participation and personal endorsement, board members are expected to patronize special OAESV events to promote development initiatives. Additionally, board members may be asked to host events (i.e. small dinners, receptions, etc.)
- When appropriate, board members will be asked to assist in the cultivation and stewardship of donor prospects.

KEEP CONFIDENTIALITY

Board members and staff must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a sensitive or confidential nature.

Board Member's duties include, but are not limited to:

- Responsibility of directing the organization's financial development, public policy, and fiscal oversight, which helps to ensure the continued success of OAESV
- Receive and act on reports from committees of the Board, or its officers
- Ensure OAESV is able to carry out the goals and objectives established in the strategic plan
- Approve, support and set policies governing any solicitation of funds in the name of OAESV
- Assume responsibility and direction for the financial operation of OAESV, including approval of the annual budget
- Assist in fundraising for OAESV
- Ensure all affairs of OAESV are conducted in compliance with federal, state and local laws
- Ability to make an annual, individual contribution of \$700.00 (excluding fundraising and donation solicitations)

Any and all other duties consistent with the purpose and mission of OAESV

EXPECTATIONS: HOW OAESV SUPPORTS BOARD MEMBERS

Participation as an OAESV board member provides the opportunity to utilize one's personal talent, experience, and resources for the benefit and advancement of the Ohio Alliance to End Sexual Violence, thus offering personal satisfaction and pride from working with dedicated individuals who share a passion for OAESV. Over time, OAESV board members are provided personal and professional enhancement through an orientation process, mentoring, and association with other professional and educational leaders.

- Protection from liability through insurance coverage, accurate and timely reports, to facilitate decision-making, and gratitude and appreciation for volunteer service.
- Access to OAESV management as needed for proper operation of the board.
- Call on paid staff to discuss program and policy, goals, and objectives.
- Expect board members, staff, and others to respond in a straightforward and thorough fashion to any questions that are necessary to carry out fiscal, legal, or moral responsibilities to this organization.
- Ample notice of all meetings.
- Relevant information to conduct her or his job as a board member.
- To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions.
- Reimbursement for reasonable expenses in conducting and attending to the OAESV board business in accordance with organizational policy.
- Respect for her or his time.
- The use of her or his talent effectively.

Board meetings are typically held quarterly: three times a year in person in Columbus, and one time a year over teleconference. These meetings are scheduled and published as far in advance as possible. Some committees may meet more frequently, as needed. Materials for meetings are e-mailed prior to meeting dates.

Sources: *The Handbook of Nonprofit Governance*, Board Source, (2010), Jossey Bass. *Margin of Excellence: The New Work of Higher Education Foundations*, (2005), Association of Governing Boards. *Effective Foundation Boards* (2012), Association of Governing Boards. Ohio Association of Nonprofit Organizations. University of Cincinnati Foundation.



BOARD STATEMENT OF UNDERSTANDING

As a board member of OAESV, I am fully committed, dedicate to the mission, and have pledged to carry out this mission. I understand my duties and responsibilities including the following, and I will:

1. Accept the vision, mission, and strategic direction of the OAESV and understand through my efforts, I contribute to its health and vitality.
2. Be fiscally responsible, with other board members, for OAESV. I will know what our budget is and take an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
3. Understand I am legally responsible, along with other board members, for OAESV. I am responsible to know and oversee the implementation of policies and programs. I will sign and abide by the OAESV Conflict-of-Interest Policy and the Code of Ethics.
4. Accept the bylaws and operation principles and understand that I am ethically responsible for the health and well-being of the organization.
5. Give, what is for me, a substantial financial donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year. This contribution is in addition to my annual membership.
6. Actively engage in friend-raising and fundraising for OAESV in whatever ways are best suited for me. These may include individual solicitation, undertaking special events, writing mail appeals, and the like. I am making a good-faith agreement to do my best and to raise as much money as I can.
7. Share resources and talents with OAESV, including expertise, contacts for financial support, and contacts for in-kind contributions.
8. Actively promote OAESV, encourage and support its staff, and work in concert with the board and other committees as needed.
9. Attend board meetings, be available for phone consultation, and serve on at least one board committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
10. Bring 'the six As' to my board tenure. I will: be an Ambassador; be an Advocate; be an Advisor; provide Access; provide Affluence; and provide Assistance.

In signing this document, I understand that no quotas are being set, and that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Signed _____

Date _____

For board term beginning _____ and ending _____