

## **ORE Board and Board Members General Job Description**

A description of the responsibilities, powers, duties, and tasks of every ORE board member.

### **The Board**

The board is accountable to the public trust and has fiduciary responsibility for ORE. The board, as stewards of public trust, must act for the good of ORE. Board members need to exercise reasonable care in all decision making, without placing ORE at unnecessary risk.

The board as a collective entity is responsible and liable for what happens in and to ORE. As the ultimate authority it must ensure that ORE is operating in compliance with its own policies and the law. Individual board members have responsibilities but they do not have personal authority over ORE.

### **The Basic Responsibilities of a Board and of every Board Member**

1. Define the mission and purpose of ORE
2. Select the chief executive
3. Support and evaluate the chief executive
4. Ensure effective planning
5. Monitor and strengthen the program and services
6. Ensure adequate financial resources
7. Protect assets and provide financial oversight
8. Build a competent board
9. Ensure legal and ethical integrity
10. Enhance ORE's public standing

### **Board Members**

The **duty of care** requires that board member of a nonprofit organization be reasonably informed about ORE's activities, participate in decisions, and do so in good faith and with the care of an ordinarily prudent person. This is done by:

- attending and participating in ORE board and committee meetings
- being prepared for ORE meetings
- obtaining enough information to make good decisions
- frequent review of ORE's finances and financial policies
- periodic performance reviews of all who serve ORE (staff as well as board members)
- compliance with all legal filing requirements

The **duty of loyalty** requires board members to exercise their power in the interest of ORE and not in

their own interest or the interest of another entity. This is done by:

- adherence to ORE board decisions and policies
- disclosure of any conflicts of interest
- adherence to ORE's conflict of interest policy
- nondisclosure of confidential information about ORE
- avoiding use of ORE information or opportunities for personal gain or benefit

The **duty of obedience** requires that board member's of a nonprofit organization comply with the applicable federal, state and local laws, adhere to ORE's bylaws and remain the guardians of ORE's mission.

- Be compliant with all regulatory and reporting requirements (especially, but not only, employment taxes and the annual information return – Form 990).
- Have knowledge of and compliance with all of ORE's governance and operational documents (bylaws, policies, etc).
- Make decisions that fall within the scope of ORE's mission and its governing documents.

#### **Tasks of every Board Member**

- Prepare for each board of directors meeting by reading material distributed prior to the meeting.
- Attend all regular and special board meetings and participate in proceedings.
- Serve on at least one committee and actively participate in meetings of the committee.
- Maintain knowledge of current programs and staff of ORE.
- Make a personal financial contribution to ORE.
- Solicit the financial support of others, including employers and friends.
- Share resources and talents with ORE, including expertise, contacts for financial support, and contacts for in-kind contributions.
- Serve as an advocate of ORE.
- Be accessible, at least by phone, to staff and other board directors as needed.
- Contribute at least 8 hours per month to working for ORE.
- Fulfill commitments within the agreed-upon deadlines.
- Be loyal to ORE.
- Maintain the confidentiality of any information given to the board directors.
- Take the initiative and provide leadership.

It is expected that each board member will actively participate in the ORE timebank and will record their hours of activity for ORE in the timebank.

Approved at the ORE Board meeting June 19, 2014