

# **Oregon Microenterprise Network (OMEN)**

## **Member of the Board of Directors**

### **Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of OMEN so as to support the organization's mission and needs.

**OMEN's Mission:** To increase opportunities for economically and geographically disadvantaged entrepreneurs by building the capacity and quality of Oregon microenterprise service providers.

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of OMEN. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

#### **Meetings and time commitment:**

- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.

#### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by OMEN's mission, objectives, and programs.
- Help communicate and promote OMEN's mission and programs to the community.
- Become familiar with OMEN's finances, budget, and financial/resource needs.
- Understand the policies and procedures of OMEN.
- Financially support OMEN in a manner commensurate with one's ability.
- Stay informed about committee matters, be prepared for meetings by reviewing minutes and related reports.

### Board Chair Job Description

1. Is a member of the Board.
2. Is a partner with the Executive Director in achieving the organization's mission.
3. Provides leadership to the Board of Directors, who sets policy and to whom the ED is accountable.
4. Chairs meetings of the Board after developing the agenda with the Executive Director.
5. Encourages the Board's role in strategic planning.
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Serves *ex officio* as a member of committees and attends their meetings when invited.
8. Discusses issues confronting the organization with the ED.
9. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
10. Reviews with the ED any issues of concern to the Board.
11. Monitors financial planning and financial reports.
12. Formally evaluates the performance of the ED and informally evaluates the effectiveness of the Board members.
13. Evaluates annually the performance of the organization in achieving its mission.
14. Performs other responsibilities assigned by the Board.

### Vice Chair Job Description

1. Is a member of the Board.
2. Performs Chair responsibilities when the Chair cannot be available.
3. Reports to the Board's Chair.
4. Works closely with the Chair and other staff.
5. Participates closely with the Chair to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Board.

### Board Secretary Job Description

1. Is a member of the Board.
2. Maintains records of the Board and ensures effective management of organization's records.
3. Manages minutes of Board meetings.
4. Ensures minutes are distributed to members shortly after each meeting.
5. Is sufficiently familiar with legal documents (articles, b-laws, IRS letters, etc.) to note applicability during meetings.

### Board Treasurer Job Description

1. Is a member of the Board.
2. Reviews finances of the organization.
3. Approves fiscal matters of the organization.
4. Presents annual budget to the board for Board member's approval.
5. Ensures development and board review of financial policies and procedures.

### Committee Chair Job Description

1. Is a member of the Board.
2. Sets tone for the committee work.
3. Ensures that committee members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Board.
6. Reports to the full Board on committee's decisions/recommendations.
7. Works closely with the ED and other staff as agreed to by the ED.
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
9. Initiates and leads the committee's annual evaluation.