

## **Responsibilities of the ORA Board of Directors**

Key tasks and responsibilities of the Board of Directors, shared with the Executive Director (as found in staff job descriptions and other organizational documents)

### **Board Business**

- Participate actively in board activities including: monthly board meetings, annual membership meeting, board committees and special assignments.
- Participate actively in board development, retreats, strategic planning, recruitment and elections.
- Promote the mission of Oregon Rural Action
- Understand and build ORA's relationship with the Western Organization of Resource Councils (WORC).

### **Organizational Oversight**

#### Legal

- Ensure proper insurance, legal certifications (e.g., business licenses, IRS status, audits) and internal systems and practices are in place to protect ORA from liability.

#### Fundraising and Financials

- Approve and monitor annual budget.
- Participate with staff in developing annual internal and external fundraising plans.
- Monitor income and expenses with board treasurer and staff director to ensure adequate cash flow and oversee grant restricted expenditures.
- Review and approve tax reports.
- Prepare for and conduct annual financial reviews and outside audit (when annual budget exceeds \$300,000).
- Lead and participate in internal and external fundraising activities through: organizing ORA-wide and chapter fundraisers, the annual appeal, developing major donors, locating sources of internal and external funds and resources, reviewing and writing grants and developing external funder relationships.

#### Operations

- Ensure that appropriate HR policies, organizational management practices to ensure stable and sustainable levels of staffing,
- Recruit, hire, oversee and fire executive director
- Provide guidance and oversight to the executive director through the board chair or delegated board representative.
- Maintain positive relations with staffing ensuring clear and open communication.

#### Membership

- As elected representatives of the ORA membership, maintain and improve ways to communicate with all members about board and ORA business, policies, opportunities and challenges.
- Work to recruit new members and/or directors.
- Identify, recruit and develop leaders (members, chapters, community)
- Participate actively in ORA chapters and campaigns