



COMMUNITY ACTION AGENCY *of Oklahoma City and Oklahoma/Canadian Counties, Inc.*

Board of Directors – Member

Mission

The mission of the Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc., is to promote the self-sufficiency of the socially, economically, and culturally disadvantaged citizens of Oklahoma and Canadian Counties and to eliminate the paradox of poverty among these citizens by opening to everyone to opportunity to work; to live in decency, dignity, and worth; and to secure the opportunities needed to become fully self-sufficient.

For more information, please visit CAA of OKC's website at www.caaofokc.org.

Position

The Board will support the work of CAA of OKC and provide mission-based leadership and strategic governance. While day-to-day operations are led by CAA of OKC's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member Responsibilities include:

Leadership, Governance, and Oversight

1. Determine the mission of CAA of OKC and understanding its collective purpose.
2. Select, support, and evaluate the performance of the ED.
3. Ensure the Agency complies with legal requirements and ensure fiduciary responsibilities are met.
4. Plan for the Agency's future by participating in the development and implementation of an effective strategic plan.
5. Review outcomes and metrics created by CAA of OKC by evaluating its impact and regularly measuring its performance and effectiveness using those metrics.
6. Ensure strong resource oversight and financial management by approving an annual budget and reviewing budgetary statements supplied in monthly reports.
7. Participate in organizational decision-making and policy development.
8. Determine, approve, and monitor the Agency's programs and services.
9. Assisting the ED and Board President in identifying and recruiting other Board Members.
10. Ensuring CAA of OKC's commitment to a diverse Board and staff that reflects the communities the Agency serves.
11. Act as an ambassador for the Agency and enhance the Agency's public image through such representations.
12. Seve as an advocate for the agency, its programs, and the needs of low-income people in the community.
13. Uphold the decisions of the Board regardless of personal stance, and ensure resolutions are carried out.
14. Annually Assess the Agency Board's own performance as the governing body of the organization.

Fundraising

CAA of OKC Board members will engage in resource development and fundraising. So that CAA of OKC can credibly solicit contributions from foundations, organizations, and individuals, the Agency expects to have 100 percent of Board Members make an annual contribution of any amount within their capacity. Board Members are also expected to identify personal connections, external networks, and other resources which could benefit the Agency's advancement in its mission.

Board Terms/Participation

CAA of OKC's Board Members will serve a three-year term unless their appointing body determines their term is of a shorter length. Board Members are eligible for unlimited additional terms subject to approval by their appointing body. Board meetings will be held monthly and advisory committee meetings will be held in coordination with full board meetings.

Participation expectations include:

1. Attendance of all board meetings and active communication if an absence is expected. Board Meetings last approximately two hours including committee meetings.
2. Read and understand the Agency's financial statements and board materials in advance of meetings. Financial statements and board materials are mailed once monthly one week prior to the meeting.
3. Conscientiously participate in board meetings through voting as an independent member and contributing skills, knowledge, expertise, and support as appropriate.
4. Actively serve in one or more standing committee meetings and ad hoc committee meetings as appointed. Advisory committees are assigned for the period of August to July each year.

Other Responsibilities

Upon appointment to the Board of Directors, Members are expected to sign a by-laws receipt certificate which is due every two years, and a conflict-of-interest form which is due annually. Both forms are also subject to recertification due to changes in policy or personal circumstances. An orientation manual and training for Results Oriented Management and Accountability (ROMA) will be provided.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about CAA of OKC's mission. Selected Board Members usually have achieved leadership stature in some sector, though this is not required.

Ideal candidates will have the following qualities:

1. A commitment to and understanding of CAA of OKC's beneficiaries.
2. Integrity, credibility, and a passion for improving the lives of CAA of OKC's beneficiaries.
3. Sufficient time available for board duties including preparation for regular meetings.
4. Willingness to participate and offer unique perspectives based on their background.
5. Knowledge of the Agency and non-profit sector preferred.

Accepted by: _____

Signature

Date: _____

Service on CAA of OKC's Board of Directors is without financial compensation, except for accommodation costs in relation to Board Members' duties.

Board Members are considered for all eligible positions without regard to age, color, gender, marital or veteran status, medical condition or disability, national origin, race, religion, or sexual orientation.