

# Opportunity Alliance Nevada Board Member DUTIES & RESPONSIBILITIES

As a member of the Board of Directors of Opportunity Alliance Nevada (OA-NV), I have a legal and ethical responsibility to ensure that OA-NV does the best work possible in pursuit of its goals. I support the mission of OA-NV and pledge my commitment to assist in carrying out its work.

As a board member, I will consistently act responsibly and prudently. I understand my duties to include:

Legal and fiscal responsibility, along with my fellow board members, for the well-being of OA-NV. As such, it is my responsibility to:

General Requirements:

- Learn about OA-NV, be familiar with our budget and take an active part in the budget planning process;
- Know and approve all policies and programs and oversee their implementation;
- Take responsibility for making decisions on OA-NV issues and board matters;
- Interpret the OA-NV's work and values to the community, represent OA-NV, and serve  as an ambassador and spokesperson;
- Keep up-to-date on the business of OA-NV;
- Excuse myself from decisions and votes where I may have a conflict of interest;
- Be loyal to OA-NV, always exercising Board powers in the interest of OA-NV, and not  in the interest of others or myself;
- Resolve any conflicts in Board meetings or other places in as amicable a matter as possible. If I  disagree with a decision or policy that is discussed and voted on by the Board, live with that decision  or resign if I cannot;
- Keep all OA-NV matters confidential, including financials, and other business; and
- Work in good faith with my fellow Board members and staff toward the achievement of OA-NV's goals.

Attendance Requirements and Terms of Service

- Attend at least 75% of Board meetings per year and participate in all such meetings, using fair, independent judgment, and due care in conducting the business of OA-NV.
- Should I be unable to attend a meeting, I will notify the Executive Director.
- Meetings shall take place in person monthly at a predetermined time and location.
- Expect a meeting with the Board President if missing two meetings in a row.
- Attend the annual Board retreat.
- Upon resignation, make every attempt to recruit and nominate a strong candidate to fill my seat.

## Participation Requirements

- Reply within 24 hours to communication via phone or email, and if 24 hours is impossible given circumstances, communicate when a response or reply is pending .
- Delegate work or outreach to appropriate board members in a timely manner if unable to follow through with assigned or volunteered responsibilities, and alert the Executive Director and Chair to the delegation of work .
- Serve on and actively participate in at least one Board committee.
- Consider myself an ambassador of OA-NV and advocate for the organization.

## Financial & Fundraising Requirements:

- Make an annual personally significant contribution to the organization either in time or treasure or both. At a minimum, make a financial contribution the equivalent of one volunteer hour, AND either \$280 or 40 hours or some combination thereof where every volunteer hour = \$7.
- Actively pursue fundraising and or grant opportunities and connect potential donors to OA-NV.

## Recruitment

- Recommend new board members and assist in interviewing and auditing new board members.

Should I fail to fulfill these commitments to the OA-NV, I understand that the Board Chair will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the OA-NV, it will be my responsibility to resign my position as a member of the Board.

As a board member, OA-NV will be responsible to me in the following ways:

- I will be sent, without request, financial reports, an update of OA-NV activities, and any other relevant information necessary for me to conduct my job as a Board member and that allow me to meet the “prudent person” standards of the law. Further, I expect that I will have information about program and policies and goals and objectives as appropriate.
- I will be sent, without request, ample notice of all meetings including agendas, past minutes, etc.
- I will receive access to the management of OA-NV, as needed, for proper operation of the Board.
- Opportunities will be provided for me to discuss with the Board Chair and the Executive Director OA-NV’s programs, goals, activities and status.

- It is expected that the Board members and the Executive Director will respond in a straightforward and timely fashion to questions that I feel are necessary to carry out my fiscal and legal responsibilities to OA-NV.
- Board members and the Executive Director will work in good faith with me towards achievement of our goals.
- If OA-NV does not fulfill its commitment to me, I may call upon the Board Chair and the Executive Director to discuss OA-NV's responsibilities to me.
- OA-NV will carry members' and officers' liability insurance.
- Reimbursement for reasonable expenses, as determined by the board, in conducting and attending to OA-NV board business.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Board Member