

## GLCAP Board of Directors Summary of Roles and Responsibilities (Job Description)

**Mission Statement - We create partnerships and opportunities to help individuals, families and communities thrive.**

### The Role of the Board of Directors

GLCAP is governed by its Board of Directors. Board members:

1. Advocate for the low income, disenfranchised, and senior citizens in our communities.
2. Plan for the future.
3. Establish policies, including financial and personnel.
4. Approve grant applications
5. Review and approve the annual audit.
6. Review financial information.
7. Identify and proactively deal with emerging issues.
8. Interpret the Organization's mission to the public.
9. Solicit prospective contributors.
10. Hire, evaluate, and work with the President/CEO.
11. Establish and maintain programs and systems designed to ensure compliance with terms of contracts and grants.
12. Authorize establishment of all bank accounts and check signers.

The President/CEO shall be responsible for the day-to-day oversight and management of GLCAP.

### Composition of the Board

The twenty-four member Board of Directors shall be composed of six members each from Wood, Sandusky, Ottawa and Seneca Counties. Each county shall have two directors from each of three classifications. The classifications are: 1) Low income persons or their elected representatives; 2) County Commissioners or their appointed representatives; and 3) Community Interest Groups.

Low Income Representatives represent the low-income and comprise one-third (8) members of the Board of Directors. Public elections will be held in Wood, Sandusky, Ottawa and Seneca Counties. Representatives of the low-income shall be elected in a democratic election process as outlined in this section. Terms of directors so elected shall be two years. Elections shall be held in the fall of every year for the purpose of filling one seat.

County Commissioners or their Representatives comprise one-third (8) members, of the Board. The County Commissioners from each county (Wood, Sandusky, Ottawa and Seneca) shall name two persons to represent them. The total number shall be eight and they shall hold membership on the Board until the Board is notified of a change of representation by the County Commissioners. Commissioner representatives are encouraged to attend the May County Commissioner visits in honor of Community Action Month.

Representatives of Community Interest Groups with concerns similar to those of GLCAP comprise the remaining eight seats on the Board. Wood, Sandusky, Ottawa and Seneca Counties shall each have two such representatives on the Board having expertise in education, business administration, or community affairs. Representatives have the duty to provide updates to their represented group and also to bring feedback to the GLCAP board and President/CEO as appropriate and relevant.

## Committee Structure

The Board of Directors forms committees to assist the board in fulfilling its responsibilities. The committees review information, reports/documents, and policies relevant to each particular committee and make recommendations to the full Board. The standing committees are:

1. Executive Committee
2. Finance Committee
3. Nominating Committee
4. Planning & Evaluation Committee
5. Development Committee
6. Personnel Committee

## Meetings

Regular meetings of the Board of Directors are held on the second Tuesday of each month, except the months of July, August and December, at such time as agreed to by the Board of Directors in the GLCAP office in Fremont, Ohio.

For regular meetings, the Board shall provide in writing to all its members notice of the meeting and an agenda at least three (3) days in advance. For special meetings called by the Chairperson, the Board shall provide in writing to all its members, and to the President/Chief Executive Officer if needed, notice of the special meeting and the purpose or matter for which such special meeting is being held as soon as practicable prior to the meeting.

## Order of Business

The order of Business shall include:

- A. Call to Order and Roll
- B. Open Forum for Visitors
- C. Approval of Minutes
- D. Financial Report
- E. President/CEO Report
- F. Correspondence
- G. Old Business
- H. New Business
- I. Adjournment

## Board Member Training

Board members receive an orientation after joining the board. Fiduciary training is held once a year and mini-trainings are held at every board meeting. Board members are invited to attend our annual Agency Day (all staff) gathering. In addition, board members are strongly encouraged to attend state and national conferences as time and funding permit.

## Compensation of Board Members

Board members shall receive no compensation for their service. Board members can receive reimbursement for mileage, child care, and expenses related to attendance at conferences/trainings.