

GLCAP Board of Directors Roles and Responsibilities (Job Description)

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 Board shall be composed of six members each from Wood, Sandusky, Ottawa and Seneca counties. Each county shall have two directors from each of three sectors as follows: 1) low-income persons or their elected representatives; 2) county commissioners and/or public officials or their appointed representatives; and 3) private sector representatives. The Board shall consist of 24 members.

One-third of the Board (eight members) shall be comprised of low-income persons or their elected representatives. Public elections will be held in Wood, Sandusky, Ottawa and Seneca counties. The low-income shall be elected in a democratic election process. Terms of directors so elected shall be two years. Elections for low-income members shall be held in the fall of every year for the purpose of filling one seat, either in person or electronically.

One-third of the Board (eight members) shall be comprised of county commissions/public officials and/or their representatives. The county commissioners and public officials from each county (Wood, Sandusky, Ottawa and Seneca) and/or a jurisdiction within the county shall name two persons to represent them. The county commissioners/public official members shall hold membership until the Board is notified of a change of representation by the naming county commissioners and public officials.

One-third of the Board (eight members) shall be comprised of representatives from the private sector with concerns aligned with those of GLCAP (i.e., business, industry, labor, religious groups, law enforcement and education). There shall be two private sector members from each county (Wood, Sandusky, Ottawa and Seneca). The Executive Committee and the President/Chief Executive Officer shall recommend the private sector organizations and appointees to the Board for approval in November of even numbered years for the following two-year term. The private sector organizations shall notify GLCAP of their appointment.

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 shall be held no fewer than five times per year at such time as agreed to by the Board in the GLCAP office in Fremont, Ohio.

For regular meetings, the Board shall provide notice in writing to all its members of the meeting and an agenda at least three (3) days in advance of the meeting. For special meetings called by the Chairperson, the Board shall provide notice in writing to all its members, and to the President/Chief Executive Officer, if necessary, 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.

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 may receive reimbursement for mileage and child care expenses incurred during such member's attendance at Board and committee meetings, and mileage, child care, and per diem expenses incurred for attendance at conferences/trainings.