

## **OPRA Board of Directors Minimum Qualifications and Requirements:**

To be considered for election to the Board you must be a member in good standing of Ohio Parks and Recreation Association.

Three (3) Directors are to be elected by the general membership to serve a three (3) year term from June 2019 - June 2022.

The corporate ex-officio member is appointed by the OPRA President upon a recommendation from the OPRA Board of Directors, to a one year term. This is a non-voting position.

Applications submitted by potential candidates will be reviewed and considered on the merits of past involvement and contributions to OPRA, professional experience, education and potential value to be given toward achieving OPRA's mission and strategic plan.

The final slate of candidates is subject to approval by the current Board of Directors.

## **What am I expected to do as a member of the Board of Directors?**

### **General Focus Areas:**

Serve as representatives of the general membership by creating policy necessary to guide the Association and its Membership.

Envision the future of the organization through knowledge and active pursuit of its mission.

Provide direction and secure resources for the organization by setting and achieving goals according to its strategic plan.

Monitor the organization's resources, its goals and direction, and ensure progress is being made toward its vision.

Ensure fiscal stewardship and efficient use of resources that maximize the organization's return on investments.

### **Primary Responsibilities:**

Serve three-year term and remain in office until a successor is elected.

Attend all Board meetings and OPRA Annual Conference and Trade Show

Authorize all expenditures and regulate the finances of the Association.

Make decisions of any affairs of the Association provided such decisions are not in conflict with the Association Articles of Incorporation and Bylaws.

Approve the location, dates and times of the Annual Conference and Business Meeting.

Authorize the employment and determine the compensation of such persons as necessary to carry out the purposes and policies of the Association.

Regularly attend board meetings and important related meetings.

Make serious commitment to participate actively in committee work, and to serve as chair of specific committee(s). Various Committees include: Executive (President/Vice President/Treasurer); Advocacy; Communications; Conference; Education; Membership; Organizational Development; Partnership Development.

Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports.

Get to know other board and committee members and build collegial working relationships that contribute to consensus.

Participate actively in the committee's annual evaluation and planning efforts.

Participate in fund raising for the organization.

Inform others about the organization.

Suggest possible nominees to the board and committees who can make significant contributions to the work of the board and the organization.

Follow conflict of interest and confidentiality policies.

Refrain from making requests of the staff that are not in line with the organization's priorities.

Assist the board in carrying out its fiduciary responsibilities.

### **Board Member Term**

3 Years; 2 Term Limit

1 year for corporate, ex-officio, non-voting member

**Estimated Time Commitment**

Average of 2-4 hours per week depending on position/committee.

**Preferred Core Competencies and Personal Characteristics**

Politically savvy, with the ability to navigate and actively contribute productively in various political environments.

Ability to speak with one voice and respectfully express opinions through open discussion on controversial issues; possesses tolerance of differing views.

Effective communication skills and active listening skills in order to facilitate discussions, present to individuals and groups formally and informally.

Approachable and friendly with a good sense of humor to be able to resolve conflict in a respectable manner.

Effective management of workload and ability to multi-task and prioritize responsibilities.

Possess honesty and personal integrity with a good sense of values and ethics.

Knowledgeable of the association, its mission and the resources to achieve objectives.