

MOCN Board of Directors Responsibilities

Bylaws: The bylaws of the Mini O'Beirne Crisis Nursery provide for a 21 member board. Board members are appointed for 3-year terms, and there are no limits to the number of terms a Board member may serve. The Board meets once a month, on the first Tuesday of the month. Meetings normally last from one hour to ninety minutes.

Officers of the Board, elected at the annual meeting in June, include a President, Vice President, Secretary and Treasurer, who form an Executive Committee, along with the past President.

The MOCN is a *working board*. Board members are involved with committees, fundraising and public relations activities of the Nursery. Major responsibilities include:

- Fulfill government requirements of corporate boards.
- Develop budgets and receive/review the annual audit report.
- Set policy and establish goals.
- Hire the Executive Director and evaluate him/her annually.
- Assure fiscal integrity and assure fiscal compliance.
- Raise funds.
- Establish personnel policies.
- Serve on at least one Standing Committee and one Special Event Committee of the Board.
- Nominate and elect officers.
- Represent the organization in the community.
- Perform volunteer work for Board activities.
- Recruit volunteers as needed.

Standing Committees:

1. **Executive**-meets prior to Board meetings to establish the agenda and formulate recommendations to the Board.
2. **Finance**-develops the budget and monitors compliance and the financial status of the corporation.

3. **Personnel**-reviews personnel policies and evaluates Executive Director.
4. **Nominating**-recruits and recommends membership to the Board, orients new Board members, organizes membership to the committees and develops a slate of officers.
5. **Building**-addresses building site issues and needs.

Additional committees have been established to direct Special Events of MOCN and include, but are not limited to, the following: Children's Holiday Store, Green Nose Days, Golf Outing and Bingo.

Board Service:

In addition to the Board meetings and committee participation, members of the Board are expected to participate in the following activities:

Children's Holiday Store – This is a popular fundraiser and a Springfield “tradition.” Board members provide the management/staff support to set up, operate and break down the store which operates from Thanksgiving weekend through December 23 of each year. A minimum involvement, after set up, is 6 shifts of in-store operation which includes either managing shift volunteers, operating the cash register or restocking tables and general clean up. Each shift is approximately 3 hours in duration.

Trivia Night- This is a relatively new fundraiser. Board members provide the management/staff support to locate an emcee, obtain trivia questions for event, obtain items and organize silent auction, help with wine wall and other games as well as set up and clean up after the event. The event is usually held in February and is a one evening commitment.

Golf Outing – This is a spring event at a local golf course. Board members recruit golfers, solicit/contribute gifts as prizes, staff activities on the day of the event and recruit business/corporate sponsors.

Public relations events – To promote visibility of the Nursery to the community, Board members may be asked to represent MOCN at community events such as Chamber of Commerce breakfasts, United Way events, etc.

Additional fundraising activities – In the past, other fundraising events have been planned by the Board which have included a kickball tournament, hockey ticket sales and raffle sales.