



LATINO COMMUNITY ASSOCIATION BOARD MEMBER JOB DESCRIPTION

The Latino Community Association exists primarily to empower our Latine community members by helping them navigate services and systems, so they can access the opportunities that meet their needs and aspirations. We also support agencies and organizations in building meaningful connections with Latine individuals and families.

Mission	The mission of LCA is to empower our Latine families to thrive by creating opportunities for advancement and building bridges that unite and strengthen us all.
Vision	LCA envisions a cohesive and diverse community where all people are valued and empowered to participate and contribute to the health and prosperity of Central Oregon.

Board Responsibilities

- **Duty of Care**
 - Set LCA's direction and mission.
 - Be familiar with the programs and services of LCA.
 - Monitor and strengthen programs and services.
 - Select, support, evaluate, and if necessary, terminate the Executive Director.
 - Assist in carrying out the board's fiduciary responsibilities.
 - Ensure adequate financial resources, protect assets, and provide financial oversight.
 - Ensure effective planning by collaboratively developing strategic plans.
 - Build an effective and diverse board that represents the people/communities served.
- **Duty of Loyalty**
 - Attend board meetings and conduct board business as required.
 - Support annual events and board committees.
 - Participate in fundraising.
 - Enhance LCA's standing in the community.
- **Duty of Obedience**
 - Set, abide by, and periodically review bylaws, policies, and procedures.
 - Ensure legal and ethical integrity.
 - Comply with regulatory agencies and applicable federal, state, and local laws.
 - Follow conflict of interest and confidentiality policies.

Time Commitment

- Serve a three-year term, with the possibility of reappointment for additional one-year terms contingent upon the approval by the board.
- Prepare ahead and participate in at least 75% of scheduled board meetings and committee meetings, and attend the annual Board retreat. We have about six (6) in-person board meetings each year with a hybrid virtual option and we rotate our board meetings to be in Bend, Redmond, Madras, and Prineville at least once a year. We encourage committees to rotate meetings through the various communities that LCA serves as well. We have additional Zoom board or committee meetings as needed for essential or urgent business.
- Serve on at least one committee and take on assignments as they come up (committees meet between 2 - 6 times a year, depending on which committee(s) you join).
- Attend at least two (2) annual events each year (e.g. Welcoming Week, LatinoFest, Luncheon).
- Commit to spending 4 - 8 hours a month for your volunteer board service.

Board Member Responsibilities

- Review board business by email in between board meetings in a timely manner.
- Review outcomes and metrics created by staff for evaluating LCA's impact and measuring its performance and effectiveness.
- Approve annual budget, audit reports, and material business decisions; be informed of and help to meet all legal and fiduciary responsibilities.
- Assist the board president and the Executive Director in identifying and recruiting new board members.
- Ensure the board follows its governance practice, policies, and procedures.
- Support the Executive Director in carrying out LCA's work and evaluate the Executive Director annually.
- Represent LCA in Central Oregon and act as an ambassador for the organization.
- Build a relationship with and become an advocate for at least one LCA office or program and the community it serves.
- Cultivate a diverse board and staff that reflects the communities served.
- Make an annual contribution to LCA that is meaningful to you.

Board Committees

Governance Committee

The Governance Committee is responsible for board management, including assessing the board's current composition and identifying needs, maintaining board member and officer job descriptions, creating a recruitment plan, identifying and cultivating prospective board members, orienting and supporting new board members, and coordinating officer elections. It is also responsible for ensuring board governance functions are carried out, including developing and reviewing board policies, ensuring the organization's bylaws are up to date and adhered to, and ensuring that the board has a plan to carry out its work and assess itself annually. Membership may be a combination of some or all of the officers of the board, including the President, Vice President, Secretary, and Treasurer.

The Governance Committee will also provide support for board members who may need additional support in fulfilling their board duties (e.g. first time board members, board members with access and participation needs, etc.).

Finance Committee

The Finance Committee works under the Board Treasurer. The Finance Committee is responsible for monitoring the organization's overall financial health. In conjunction with the Executive Director, it advises budgeting and financial planning, safeguards the organization's assets, reviews its insurance coverage, reviews internal controls and fiscal policies, anticipates financial problems, and ensures that the board receives accurate and timely financial reports.

Resource Committee

The Resource Committee leads the organization in building, implementing and monitoring a comprehensive fundraising program that supports delivery of its mission, increases operational, capital and endowment resources, and focuses on high-value relationships with funders and donors.

Staff Committee with Board Liaisons

Advocacy Committee

The Advocacy Committee determines LCA's priorities around advocacy, sets goals and executes LCA's action plan around advocacy, and requests financial support or other resources from the Board to support advocacy efforts.