

Free Geek has a board of directors that is responsible for seeing that decisions are responsible and in the best interest of the organization. Board meetings are also attended by senior management and a Bargaining Unit Liaison.

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Active projects

- Pursuing transparency throughout the organization
- Increasing the size and capacity of the board
- Creating a more effective fundraising strategy, developing relationships in the community

Board Meetings

The board meets monthly; generally meetings are on the third Wednesday of the month at 6:30pm. The October meeting is the annual meeting as required in the [bylaws](#). Board meetings are open, though regularly a segment of the meeting will be closed as an executive session, wherein the board (with or without the SMT present) may discuss legally sensitive items.

There is a [Meeting Template](#) that may be used when setting up a new Board Meeting. (Remember to copy commitments from the previous meeting's minutes.) Meeting minutes are posted to the [directors](#) email list and to the [minutes list](#). Agenda items may not be added within a week of the board meeting, so that the board may be properly prepared (see [making an agenda and meeting packet for the board](#)). As of late 2011, there are three email lists related to board business: see [knowing which board list to use](#).

Occasionally the board will have to make decisions via email: our policy on that is outlined [here](#). Email decisions will be reported at the next board meeting.

Current Board Members

Board members are elected to two year terms, except where indicated. (When the board re-formed in October 2005, half of the positions were for one year terms to implement staggering of terms, and we still try to keep that ratio.) The number of directors is currently set (by resolution of the board) to 7.

- Dina Dickerson, [Director for Development](#), [Chair](#)
 - *first term, started August 2011, ends October 2013*
 - *second term, started October 2013, ends October 2015*
- Larry Lloyd, [Volunteer representative](#), [Treasurer](#)
 - *first term, started October 2011, ends Oct 2013*
 - *second term, started October 2013, ends October 2015*
- Elizabeth Howe
 - *started April 2015, ends October 2015*
- Mark Ralston, [Director for the Environment](#)
 - *first term, started January 2012, ends Oct 2014*
 - *second term, started October 2014, ends October 2016*
- JA Magnuson, [Director for Education](#), [Secretary](#)
 - *first term, started May 2013, ends October 2014*
 - *second term, started October 2014, ends October 2016*
- Kim Ferrill
 - *started November 2014, ends October 2016*
- Vacant Seat
 - *started October 2014, ends October 2016*

Past Board Members

this may not be a full list

- Bethany Lister, November 2013- April 2015
- Steve Holden started March 2014, ends October 2014
- Michael Colin started November 2013, ends October 2014
- Jason Owen, Volunteer representative, Board Secretary, October 2011 - October 2013
- Nina Amin, Volunteer representative, October 2012 - January 2013
- Kathey Sutter, Director for Process, August 2011 - December 2012
- Anne Glazer, Director, Intellectual Property Attorney - first term, started 2008, second term, ended October 2012
- Laurel Hoyt, September 2005 - February 2012
- Jon van Oast, October 2006 - December 2011
- Curt Pederson, [Director for F/OSS](#), October 2007 - October 2011
- Shannon Beutel, October 2009 - October 2010

- Marie Deatherage, September 2005 - December 2009
- Seamus Campbell, October 2005 - October 2009
- Oso Martin, August 2005 - February 2009, Free Geek founder, original incorporator of Free Geek.
- Tim Collier, ??? - October 2008
- Aaron Burt, October 2006 - October 2007
- Wren Ng Thornton, October 2005 - August 2007
- Joe Buckmaster, October 2005 - August 2006
- Bob Griggs, October 2005 - March 2006

Earlier board members

- Brent Campbell
- Laura Berg
- Jeff Finz
- Kenneth McGair
- Jim Deibele
- John Telford
- Michelle Brooks
- Mark Neiman-Ross
- Dennis Bridges
- Lewis Barr

Board Committees

Established at board meetings in 2014.

Education

Chair:

Additional members:

Staff representative: Colleen Dixon

Finance

Chair:

Additional members: Larry Lloyd, Steve Unangst, Briana Hinchliffe

Staff representative: Richard Seymour

Fundraising

Chair:

Additional members:

Staff representative: Colleen Dixon

Compensation

Chair:

Additional members: Dina Dickerson, Mark Ralston

Staff representative: None (conflict of interest)

Director job descriptions

These descriptions have been approved by the board and are to be used as guidelines for selecting new board members and guiding the service/evaluating the performance of sitting board members. They can be changed at any time by the board.

- [Responsibilities of directors](#) applies to all directors.
- Board officers are selected by the board at the annual meeting in October. ([What to do when officers change](#))
 - [Board Secretary](#)
 - [Board Chair](#)
 - [Board Treasurer](#)

1. Chair

Chairperson

Elected/Appointed Officer

The Chairperson for the Board of Directors must be able to effectively lead the board and foster a collaborative working environment both within the Board and between the board and its partners, including the Free Geek Senior Management Team, the Free Geek community, and partner organizations.

A candidate's background should include:

- A thorough understanding of the Free Geek organization and mission
- Strong leadership, management, networking, and public speaking skills
- Ability to foster collaborative partnerships and working environments

The position responsibilities include:

- Chairing board meetings
- Monitoring financial reports
- Playing a leading role in fundraising
- Helping the Board of Directors to effectively enhance and promote the Free Geek mission, both within the organization and with external partners

2. Secretary

Secretary

Elected/Appointed Officer

The Secretary for the Board of Directors fosters communication and organization for the board. The Secretary assists the board with organizational and documentation issues, including providing proper notice of meetings, developing agendas, ensuring accuracy of meeting minutes, submitting various reports to the board, and performing other duties as needed.

A candidate's background should include:

- Excellent organizational skills
- Strong communication and writing skills
- Ability to work collaboratively within the organization and board environments

The position responsibilities include:

- Giving proper notice of meetings, including development and distribution of meeting agendas and related documentation
- Ensuring accuracy of meeting minutes
- Creating and submitting reports to the board
- Performing other duties as needed

3. Treasurer

Treasurer

Elected/Appointed Officer

The Treasurer for the Board of Directors helps to keep the finances in order so that Free Geek can achieve its mission. The Treasurer may oversee financial administration, review reporting, and contribute to strategic planning.

A candidate's background should include:

- A basic understanding of accounting
- A working knowledge of the organization's laws governing operation
- Ability to create well-organized financial reports

The position responsibilities include:

- Advising the board on financial issues and organizational laws
- Generating and/or reviewing financial reports
- Ensuring development and board review of financial policies

4. Legal Affairs

Director for Legal Affairs The Director for Legal Affairs assists and advises the board in legal matters including reviewing contracts and policy documents, identifying legal risks, and monitoring compliance with laws and regulations.

A candidate's background should include:

- Education or background in legal-related areas (practicing attorney strongly desired)
- A thorough understanding of Free Geek organizational contracts and policies

The position responsibilities include:

- Advising the board on legal issues
- Reviewing Free Geek contracts and policy documents, and recommending policy and contract changes as necessary
- Monitoring compliance with applicable laws and regulations, and recommending changes as needed

5. Finance

Director for Finance

The Director for Finance assists and advises the board on fiscal matters including review of financial statements and reports, coordination of audits, and development and review of budgets, business policies, and accounting practices.

A candidate's background should include:

- Education or background in finance-related areas (CPA or CMA with nonprofit experience strongly desired)
- Thorough understanding of nonprofit financial policies and accounting practices
- Ability to effectively communicate critical financial matters to the board

The position responsibilities include:

- Development or review of financial statements and reports
- Coordination of audits, including liaison with external auditors
- Oversight and review of budgeting and planning processes
- Review and development of business policies and accounting practices
- Advising board on financial issues

6. Education

Director for Education

The Director for Education assists and advises in the planning, development, implementation, and promotion of educational offerings at Free Geek.

A candidate's background should include:

- Education or background in education-related areas (current teaching experience strongly desired)
- Experience in curriculum development

The position responsibilities include:

- Reviewing Free Geek educational offerings and policies
- Assistance with planning and development of new course offerings and new instructional platforms

- Assistance with curriculum development
- Supporting promotional efforts for course offerings

7. Outreach/Community Relations

Director for Outreach-Community Relations

The Director for Outreach/Community Relations must be able to create positive awareness about Free Geek and its mission, as well as find community members and partner organizations who are interested in helping our cause.

A candidate's background should include:

- Education or background in areas of outreach and community relations
- A thorough understanding of Public Relations (PR) as a practice
- An understanding of how to form and strengthen partnerships with other organizations and community members, including other nonprofits
- The ability to communicate Free Geek's message in a clear, concise, and positive manner
- Strong networking and public speaking skills

The position responsibilities include:

- Helping Free Geek create and improve a PR platform from which to base future outreach efforts
- Creating and enhancing community and organizational partnerships that will support Free Geek's mission

8. Environmental Affairs

Director for Environmental Affairs

The Director for Environmental Affairs helps the organization develop, implement, and monitor environmental strategies and policies, and promotes sustainable development. This position is actively engaged with partner organizations, promoting Free Geek's goal to reduce electronic waste in the community.

A candidate's background should include:

- Education or background in environmental areas
- A thorough understanding of the organization's environmental policies and practices
- Strong community relations skills

The position responsibilities include:

- Reviewing and improving Free Geek's environmental policies and practices
- Monitoring compliance with environmental regulations and goals

- Building community relations and awareness of Free Geek's role in reducing electronic waste
- Advising the board on environmental issues

9. Development

Director for Development

The Director for Development will help Free Geek to expand its donor base through relationship-building and development planning.

A candidate's background should include:

- Education or background with non-profit development and development plans
- Excellent communication and networking skills

The position responsibilities include:

- Leading efforts to create a development plan, including assessing current processes and resources
- Assisting fundraising work for small and large giving programs
- Creating and maintaining relationships with the business community, targeting both hardware and monetary donations

10. Human Resources

Director for Human Resources

The Director for Human Resources advises and assists the board and the organization with labor relations and human resource issues.

A candidate's background should include:

- Education or background in areas of human resource or employment (nonprofit experience strongly desired)
- A working knowledge of employment laws and best practices
- Experience working with unions (as of 2011, Free Geek's non-collective staff are represented by a union)
- Experience with consensus decision making or interest in learning about collectives and consensus

The position responsibilities include:

- Reviewing and advising staff and board on new and existing processes for managing, hiring, and other human resources issues
- Assist board, management, and union with determining correct and effective process and communication

Useful links

- [Bylaws](#)
- [Oregon Sec of State nonprofit services page](#)
- [2011 governance proposal](#) -- accepted by board and council in April 2011. In the process of being implemented.
- [Minutes list](#) for keeping track of other stuff in the operation
- [Board Election Checklist](#)
- [Meeting tips: Facilitator \(making an agenda and meeting packet for the board\)](#), [Scribe](#)