



BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Ohio Citizen Advocates for Addiction Recovery (OCAAR) Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of programs. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability.

The Board of Directors has up to 15 voting members. Terms are for three years.

Board Member responsibilities include attendance at 75% of meetings per year, as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with OCAAR's status as a 501(c)(3) nonprofit organization. OCAAR's attendance policy allows for removal if three meetings are missed without notice.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Current members, of the Board of Directors are listed at: <http://www.oca-ohio.org/our-board>
- Email the Executive Director (sthompson@oca-ohio.org) with questions or if you would like the contact information for the current Board Development Committee chair.

To apply:

- Submit the Board Application and your résumé / CV by March 1, 2017 to: Sarah Thompson (sthompson@oca-ohio.org) Please write OCAAR BOARD MEMBER APPLICATION in the subject line.
- Copies of the application will be distributed to the Board Development Committee and will aid in understanding how you would like to contribute to the Organization's work.

Time and Financial Considerations

Meetings:

- Conference Calls (can be monthly) for updates on programs, setting policy, approving committee work.
- Committee Work (generally by email and conference call)
- January Board Meeting (date varies).
- March Board Meeting (date varies).
- May Board Meeting (date varies)
- July Board Meeting (date varies)
- September Board Meeting (date varies)
- September Rally for Recovery (date varies)
- November Board Meeting

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought.

OCAAR Board Member Application

Date _____

Name _____

Address _____

Phone _____ Email _____

Employer _____

Address _____

Title _____

Type of Business or Organization _____

Primary Service(s) and area/population served _____

Preferred method of contact _____

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Education/Training/Certificates

Optional – Have you received any awards or honors that you'd like to mention?

How do you feel OCAAR would benefit from your involvement on the Board?

Why do you seek a position on the OCAAR Board?

Please briefly outline the specific skills you bring, or contributions you hope to make, to the OCAAR Board.

Thank you for applying!