



### OCEDC Board Director Position Description

1. Attend regular meetings of the OCEDC Board of Directors, which are each approximately two hours in duration on the 2<sup>nd</sup> Friday of each month. The Board meets at least twelve (12) times per year. Unless the Chairperson grants an exception Board Members are expected to attend nine (9) meetings; failure to do so may subject the Board member to removal. Be accessible for occasional personal contact in between board meetings.
2. Provide leadership to board committees. Each Board Director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time. Presently committees include Host/Registration, Public Relations/Marketing, Membership, Education, Scholarship, and Finance/Fundraising.
3. Commit time to developing financial resources for OCEDC. This includes making organizational sponsorship (if possible), as well as supporting other fund development activities of the OCEDC in a manner appropriate for Board Directors.
4. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the Board.
5. Responsibly review and act upon committee recommendations brought to the Board for action.
6. Participate in the annual Board Director self-review process.
7. Participate in the annual Board development and planning retreat usually held in July or August of each year.
8. In general, utilize personal and professional skills, relationships and knowledge for the advancement of OCEDC

I am aware that this Board Director Position Description is an expression of good faith and provides a common ground from which Board Directors can operate. Additional information on the OCEDC mission, program and board responsibilities is contained in the board orientation materials and bylaws which I have read.

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Board Director's Signature

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Date