



# Help Shape the Future of OCO

Share  
Your...

**Talents**



**Time**



**I  
D  
E  
A  
S**

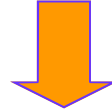


**Experience**



## Become an OCO Board Member!

### Application form



Oswego County Opportunities, Inc.  
239 Oneida St.  
Fulton, NY 13069

## Application for Board of Directors Membership

(at the end is a short list of an OCO Board Member's responsibilities )

Please fill out and return this form to the OCO Main Office,  
using the address at the top of this page. You can also fax this form to 592-7533.

**APPLICATIONS DUE FEBRUARY 29, 2012**

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Why do you want to be a Board Member of Oswego County Opportunities, Inc.?

Please tell us about any volunteer work, job experience, skills or talents, or other experiences that will help you serve as an OCO Board Member:

Please tell us about any other boards, committees or non-profits you have served on, past and present:

Please circle any special skills you have:

Accounting      Education      Legal      Knowledge of Human Services      Marketing      Personnel  
Public Relations      Fund Raising      Early Childhood      Senior Services      Youth Services

Other: \_\_\_\_\_

The Board meets at 8am on the 3<sup>rd</sup> Monday of January, March, May, June, September, and November.  
Are you able to regularly attend these scheduled meetings? YES      NO

What committee would you be interested in serving on (attached is a brief description of each committee)?  
Human Resources      Finance      Planning & Evaluation      Governance      Friends of OCO

Are you a current or former user of an OCO service? YES      NO  
If YES, tell us which one(s): \_\_\_\_\_

As an anti-poverty organization, OCO wants to assure that low-income individuals have a voice in their community and in OCO. As a result, OCO requires that one-third of all Board members be from the low-income sector. A single person earning \$16,355 or less is considered "low-income"; a family of two earning less than \$22,065 or a family of four earning less than \$33,525 is considered low-income.

Do you consider yourself low-income?      YES      NO  
Are you currently employed:      YES      NO

If YES, what is the name and address of your current employer?  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Do you prefer to receive mail at:      Home      Work

Please feel free to add any additional information about yourself that you think would bring value to OCO as a Board Member:

---

**Your application will be reviewed by the Governance Committee of the OCO Board of Directors. After this review, the Governance Committee submits potential candidates to the OCO Board of Directors for election at the Board's annual meeting held in April.**

**Thank you for your application and your interest in serving the agency and your community as an OCO Board Member.**

## OCO BOARD MEMBER JOB RESPONSIBILITIES

The responsibility of an OCO Board member is to advise, govern, oversee policy and direction and assist with the leadership and promotion of OCO, Inc. to support the organization's mission and needs.

### **General Responsibilities:**

- Provide organizational leadership and advisement.
  - Assist in carrying out fiduciary responsibilities of the board.
  - Provide candid and constructive feedback, advice and comments.
  - Annually review the performance of the Board and take steps to improve its performance.
  - Employ and monitor the Executive Director in conjunction with other Board members.
  - Approve major policies.
  - Approve major actions of OCO, Inc., such as capital expenditures and major program and service changes.
  - Oversee financial management, including adoption and oversight of annual budgets.
  - Participate in fundraising and outreach for the organization.
  - Attend and participate in meetings on a regular basis, and special events as able.
  - Adhere to attendance requirements of missing no more than 3 consecutive meetings of the Board and/or committee meetings without excuse.
  - Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
  - Be alert to community concerns that can be addressed by OCO's mission, objectives, and programs.
- Help communicate and promote OCO's mission and programs to the community.

### **Expectations:**

1. Regularly attend board meetings and important related meetings.
2. Participate in at least one BOD Standing Committee.
3. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
4. Be informed about the organization's mission, services, policies and programs.
5. Follow conflict of interest and confidentiality policies.
6. Participate in the OCO, Inc. annual signature fund raising event and/or another OCO special activity, commensurate with one's own ability.

## OCO BOARD STANDING COMMITTEE DESCRIPTIONS

- Human Resources:** Reviews all matters relating to personnel policies and procedures of OCO and presents their findings and recommendations to the Board. Also oversee the administration of the corporation's affirmative action program and the investigations on employee discrimination complaints.
- Finance:** Reviews agency budgeting process, monthly financial reports of OCO, oversees the independent audit for the agency and makes recommendation to the Executive Director and Board relating to financial matters.
- Compliance & Evaluation:** Reviews program outcomes, strategies, agency projects and evaluates OCO and project and program operations in relation to the approved objectives. Makes recommendations to the Board related to purposes, projects, strategies and outcomes.
- Governance:** Assures Board policies and practices are in place for the Board in addition to recruiting and recommending new board members and slate of officers to the OCO Board. Assures orientation of new members, monitors attendance and the completion of regular Board Self-Assessments for board training and development.
- Friends of OCO:** Oversees the planning and implementation of fund development activities and the distribution of funds raised.