

# Oak Street Child Development Center

## New Member Onboarding Handbook

Being a board member is a fun opportunity to give back to Oak Street Child Development Center. It's important to know that you are signing up for a crucial role within the organization. Board members are stewards of public trust and ensure that nonprofits continue to uphold their mission through all that they do.

### Legal Obligations of Board Members

1. **Duty of Obedience:** ensuring that the board is following all internal policies as well as external laws (local, state, and federal)
2. **Duty of Care:** requiring every board member act in good faith and in good reason when it comes to the organization
3. **Duty of Loyalty:** emphasizing that the organization and the role of board member comes before other obligations



### Basic Responsibilities of Board Members:

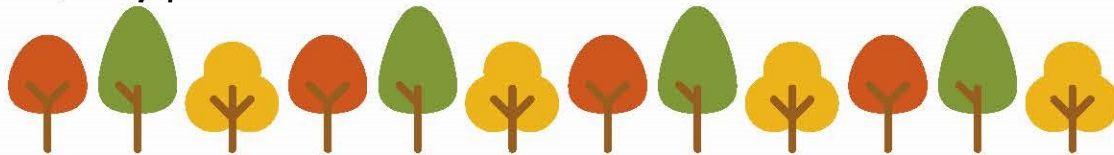
- Determine the organization's mission and purpose
- Hire the Executive Director
- Provide proper financial oversight
- Ensure adequate resources
- Engage in effective long-term planning
- Recruit and orient new board members
- Enhance the organization's public standing
- Monitor and strengthen programming
- Support and review the Executive Director

It's important to build a strong relationship with your Executive Director. The ED manages the daily operations while the Board focuses on the long-term planning.

*"A strategic board has a view of looking ahead, an insight to look deeper, and competency to look beyond." -Pearl Zhu*

The Board's role is to "lead, to be spokespersons for meaningful values, to model bigness of spirit, to be a powerful representative of your ownership, and ultimately to see that tomorrow is created in a better image." –John Carver

The Oak Street Child Development Center Board consists of at least 7 but no more than 15 community members dedicated to the governance of the organization. These individuals are tasked with long term planning for the Center as well as fundraising and governance. Through the board's relationship with the ED, they pave the future for Oak Street.



Oak Street has 4 officers and they lead in different capacities. These officer positions are:

- **The President:** sets the agenda, presides over all meetings of the Board and General Members, and is the principal liaison with the Center Director.
- **The Vice President:** assists the President and performs the duties of the President in their absence or inability.
- **The Secretary:** keeps the minutes of the meetings of the Board and makes changes to the Bylaws and other documents.
- **The Treasurer:** oversees the activities of the Budget Committee and reports fund amounts held in investments.

Meetings will be held virtually for the foreseeable future via videoconferencing.

Board meetings are once a month, typically on the second Tuesday. Many board members are also on committees that serve specific roles. The current committees are fundraising and budget, which also meet monthly. More committees are coming soon!