McKenzie Community Development Corporation (MCDC)
Position Description: Board of Directors

Title: Board Member, McKenzie Community Development Corporation

Purpose: To support and foster the mission of McKenzie Community Development Corporation, to raise funds for organization expenses and projects, and to enhance public knowledge of the MCDC.

Overview of Board Structure
The McKenzie CDC seeks to have a diverse board, one that provides a voice for all areas of the McKenzie River area. All board members must be a resident of the McKenzie River Watershed. Ideally, four board members will serve for each section of the River (Lower: UGB to MP 22, Middle: MP 22 to 37, Upper: MP 37 and up). These four Directors will ideally be from each of the four stakeholder categories.

- Category One: Community Leaders, Fire Districts, Churches, Community Centers
- Category Two: Health, Education, Human Services
- Category Three: Business Owner, Chamber of Commerce, Agriculture
- Category Four: Special Experience, Marketing, Accounting, Attorney

There will be 5 – 15 members on the board. Board members are suggested by the board and voted on. Each board member will serve a one year term. There is no limit to the number of terms a director may serve.

Responsibilities of the Board of Directors:

1. Determine mission and purpose. It is the board’s responsibility to create and review a statement of mission and purpose that articulates the organization’s goals, means and primary constituents served.
2. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan’s goals.
3. Monitor and strengthen programs and services. The board’s responsibility is to determine which programs are consistent with the organization’s mission and monitor their effectiveness.
4. Ensure adequate financial resources. One of the board’s foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
5. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

6. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

7. Serve as a trusted advisor to the Executive Director as they assist in implementing the strategic plan.

8. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

9. Enhance the organization’s public standing. The board should clearly articulate the organization’s mission, accomplishments, and goals to the public and garner support from the community through advocacy.

Legal Responsibilities:

1. Duty of Care – The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

2. Duty of Loyalty – The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained at a member for personal gain, but must act in the best interests of the organization.

3. Duty of Obedience – The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission. This duty also requires board members to obey the law and the organization’s internal rules and regulations.

Responsibilities of Individual Directors:

- Attend all board and committee meetings and functions, such as special events.
- Inform others about the organization. Advocate for the organization.
- Be informed about the organization’s bylaws, mission, services, policies and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Suggest possible nominees to the board and Executive Director who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization’s field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of staff.
• Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s financial statements and approving the annual budget.

**Personal Characteristics to Consider:**

• Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.

• Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, advocate for the organization, and evaluate oneself.

• Interest in developing certain skills that you may not possess, such as in cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, reading and understanding financial statements, and learning more about the substantive program area of the organization.

• Possession of honesty, sensitivity to and tolerance of differing views, community-building skills, personal integrity and sense of values, and concern for the MCDC’s development.

**Board Meetings**
The Board will meet every month on the third Thursday of every month at 5:30pm unless members are otherwise notified. *According to the bylaws, board members must notify the President at least a day in advance if they will not be able to attend. After three unexcused absences, a board member will be terminated.*

**Time Commitment**
Members of the Board of Directors should anticipate 15-20 hours of service each month. This includes monthly board meetings, committee meetings, and events.

If you have any further questions, please contact