



Owasso Community Theatre Company
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OCTC Board Member Duties & Functions

According to nonprofit corporation law, a board member should meet certain standards of conduct and attention to his or her responsibilities to the organization. These are referred to as the Duty of Obedience, the Duty of Care, and the Duty of Loyalty.

Duty of Obedience

Obedience to the organization's central purposes must guide all decisions. The board must also ensure that the organization functions within the law, both the "law of the land" and its own bylaws and other policies.

Duty of Care

Board members must exercise due care in all dealings with the organization and its interest. This includes careful oversight of financial matters and reading of minutes, attention to issues that are of concern to the organization, and raising questions whenever there is something that seems unclear or questionable.

Duty of Loyalty

Conflicts of interest, including the appearance of conflicts of interest, must be avoided. This includes personal conflicts of interests or conflicts with other organizations with which a board member is connected

Functions of a Board Member

1. Know the organization's mission, purposes, goals, policies, programs, services, strengths, and needs.
2. Represent the organization to the rest of the community.
3. Acquire a clear understanding of the organization's financial position.
4. Serve in a volunteer capacity, without remuneration or profit. The standard term of office is three years. A Governor may be selected to fill a mid-term vacancy on the Board, resulting in a shorter length of the initial term. After completing the initial term, a Governor may choose to continue serving and be elected to subsequent terms.
5. Serve on the Board of Governors and on a committee, participating effectively as a member of a small group.
6. Attend board and committee meetings as scheduled, actively participating in the affairs of the organization by asking questions, discussing issues, making decisions, and exercising leadership.
7. Assist and/or support fundraising and capital development activities.
8. Develop a basic awareness of parliamentary procedure.
9. Maintain board confidentiality.
10. Aid in the recruitment, mentoring, and retention of new officers, committee chairs, and board members.
11. Participate on-stage, off-stage, or behind the scenes in at least 50% of productions each season.

I understand and will comply with these duties and functions to the best of my abilities.

Signature

Date