

Operation Living Hope

BOARD OF DIRECTORS

ROLES AND RESPONSIBILITIES

About Our Program

Our Mission

Our mission is to partner in personal crises and supply sustainable help to hungry families, hard to employ, vulnerable, and suicidal. We concentrate on helping folks whose lives are in need of repair by implementing the Good Samaritan model, hunger relief, nutrition education, mentoring toward self-sufficiency, family seminars, and active loving and caring involvement in their lives. We find folks chronically unemployed, hungry, suffering oppression, homeless, in perpetual poverty, behind bars.

Board Role

The Board of Directors maintains ultimate responsibility for ensuring that Operation Living Hope/Onward Bound fulfills its mission in the community. The Board works closely with the Executive Director to ensure that Operation Living Hope/Onward Bound maintains program effectiveness, quality and integrity.

The Board provides future vision for Operation Living Hope/Onward Bound, supplying the wisdom, tools, and direction to help perpetuate the organization and ensure that it continues to:

Effectively meet the needs of children who need positive adult support and opportunities to learn new skills and engage in meaningful activities. The Board is dedicated to program growth to make a difference in the lives of children.

Engage our elderly senior folks able to participate in volunteerism at the food shelf. The Board is dedicated to program growth to make a difference and add vitality in the lives of our senior folks.

Encourage and support the work of the Hennepin County Adult Detention Center Chaplain who is working as team member of Operation Living Hope. His work is vital in helping ex-offenders returning to the Operation Living Hope food shelf area of North Minneapolis. Activities include father-ship mentoring, crisis prevention, counseling, and referral. The Board is dedicated to program growth to make a difference in the lives of ex-offenders turning to Christ.

Board Structure

The Board of Directors at Operation Living Hope/Onward Bound has five members. Each Board member will serve a two year term. The maximum is three consecutive terms. Meetings are held quarterly at specified meeting places. Board officers include President, Vice President, Treasurer and Secretary. Standing committees are Fundraising, Nominating, and Personnel. Ad hoc committees are formed to meet ongoing needs and issues identified by the Board. (New Board members should review the bylaws and articles of incorporation for more comprehensive information on the organizational structure of Operation Living Hope/Onward Bound).

Board Responsibilities

The Board of Directors in its entirety has the following fundamental responsibilities:

Legal

- *Assure Operation Living Hope/Onward Bound compliance with tax-exempt laws;*
- *Keep records of meetings;*
- *Maintain Operation Living Hope/Onward Bound bylaws and articles of incorporation; and*
- *Take responsibility for property or equipment that is owned, leased or being used.*

Financial

- *Approve and monitor annual budgets and contracts;*
- *Ensure that Operation Living Hope/Onward Bound is audited annually; and*
- *Manage Operation Living Hope/Onward Bound investments.*

Planning

- *Develop long-range vision for the organization;*
- *Develop long-range, strategic, and operational plans with staff;*
- *Authorize implementation of new or modified programs;*
- *Approve and regularly review Operation Living Hope/Onward Bound Mission Statement; and*
- *Establish annual Board objectives.*

Continuity and Leadership Development

- *Identify, nominate and train new members to perpetuate the Board; and*
- *Maintain an active, ongoing leadership development program.*

Personnel

- *Select and evaluate Executive Director;*
- *Approve wage and benefit guidelines suggested by the personnel committee; and*
- *Establish and approve personnel policies.*

Policy and Decision Making

- *Establish, update and regularly review required policies; and*
- *Set policies that determine who our clients are and what types of programs will serve them.*

Appointing Committees

- *Develop and maintain a committee structure that meets the needs of Operation Living Hope/Onward Bound; and*
- *Appoint individual Board members to serve on committees.*

Marketing and Public Relations

- *Promote the effectiveness and visibility of Operation Living Hope/Onward Bound in the community.*

Evaluation

- *Monitor services to clients and evaluate program effectiveness in fulfilling its mission; and*
- *Monitor and evaluate degree of achievement toward Board objectives.*

Resource Development

- *Identify and secure resources to meet current and projected needs of the organization; and*
- *Raise money to meet Operation Living Hope/Onward Bound annual budget.*

Individual Board Member Commitments and Responsibilities

Every member of the Board of Directors makes the following commitments:

- *Support the mission of Operation Living Hope/Onward Bound;*
- *Actively support and participate in activities to ensure that the Board as a whole fulfills the responsibilities outlined in the previous section;*
- *Attend monthly meetings (have no more than two unexcused absences during a year);*
- *Call the office if you need to miss a regularly scheduled meeting;*
- *Review all materials;*
- *Attend the annual Board planning session;*
- *Actively serve on at least one standing committee and one ad hoc committee throughout the year;*
- *Make a generous annual gift from your own resources;*
- *Assist the development committee and staff by implementing fundraising strategies through personal influence with others (e.g., corporations, individuals, foundations);*
- *When possible, arrange contributions from organizations to which you have access;*
- *Participate in Operation Living Hope/Onward Bound annual campaign by identifying prospective donors, sending out solicitation letters, and following up with prospects;*
- *Support and participate in special events;*

- *Serve as a community ambassador;*
- *Attend an annual group activity with Operation Living Hope/Onward Bound clients and volunteers;*
- *Nominate new Board candidates on an ongoing basis;*
- *Participate in the interview process for new Board candidates; and*
- *Draw on community contacts and affiliations to further the cause of Operation Living Hope/Onward Bound, such as recruiting new volunteers, establishing new corporate partnerships and so on.*

As a member of the Board of Directors of Operation Living Hope/Onward Bound, I agree to fulfill the responsibilities and obligations enumerated above. I am committed to the mission of Operation Living Hope/Onward Bound, which is to see attached. If I find that I am unable to carry out the duties required of me, I will offer my resignation to the Board of Directors.

Signature

Date

Printed Name