

Board Member Position Description

Ohio Senior Olympics, Inc.

Board of Trustees

Mission: Ohio Senior Olympics promotes healthy lifestyles for seniors through education, fitness and sports.

Position: The Board supports the work of Ohio Senior Olympics (OSO) and provides mission-based leadership and strategic governance. Specific board member responsibilities include:

- Attend regular meetings of the board, which are approximately two hours in duration, and occur a minimum of twice a year. Meetings are typically held in Central Ohio.
- Participate in meetings held by teleconference when called by the Board president or other members of the board on behalf of the organization.
- Serve on committees and task forces and take on special assignments. This may include devoting time to committee work in between board meetings.
- Review and act upon committee recommendations brought to the board for action.
- Participate in strategic and organizational planning activities.
- Approve the annual budget, financial reports and business decisions.
- Ensure the organization meets all fiduciary and legal responsibilities.
- Assist in identifying and recruiting board members.
- Represent OSO, acting as an ambassador for Ohio Senior Olympics and the mission of the organization.
- Utilize personal and professional skills, relationships and knowledge for the advancement of the organization.
- Follow the organization's by-laws, policies and board resolutions.

Service on Ohio Senior Olympics board of trustees is without remuneration, except for specifically stated administrative support, travel and accommodation costs in relation to Board Member duties.

President

Set the schedule for and preside at all meetings of the Board

Prepare an agenda in advance of the meeting and have it distributed to all members

Appoint all committees, temporary or permanent

See all books, reports and certificates required by law are properly kept or filed

Vice President

Takes over for president in his/her absence

Chairs committees and special task forces as appointed by President

Secretary

Keep the minutes and records of the corporation

File any certificate required by federal or state statute

Give and serve all notices to members of the Corporation

Receive correspondence on behalf of the organization

Treasurer

Act as custodian for all monies belonging to the corporation

Keep financial records and prepare reports as required by the board

Sign checks and drafts for the corporation

File required tax documents and reports

Create a yearly budget for the organization and reconcile revenue and expenses against the budget