



# Oregon Horse Country

## Board of Director Job Description

The Board will support the work of Oregon Horse Country and provide mission-based leadership and strategic governance. While day-to-day operations are led by Oregon Horse Country's Executive Director, the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### Leadership, governance and oversight

- Serving as a trusted advisor to the Executive Director as s/he develops and implements OHC's strategic plan
- Reviewing outcomes and metrics created by OHC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving OHC's annual budget, reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and President in identifying and recruiting other Board Members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing OHC to stakeholders; acting as an ambassador for the organization
- Ensuring OHC's commitment to a diverse board that reflects the communities OHC serves

### Fundraising

OHC Board Members will consider OHC a philanthropic priority and may make gifts that reflect that priority. Board members are expected to utilize their contacts and connections to assist with the fundraising goals of OHC.

### Board terms/participation

OHC's Board Members will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly and committee meetings will be held as each committee determines. Service on OHC's Board of Directors is without compensation, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

### Qualifications

This is an extraordinary opportunity for an individual who is passionate about OHC's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- A commitment to and understanding of OHC's beneficiaries, preferably based on experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the equine industry in Oregon.
- Be a good standing member of OHC for a minimum of 1 business year.

## Requirements to Serve on the Board

Once selected as an Board member, the following requirements need to be fulfilled in order to maintain active status:

- Commitment to the Board of Directors and to carry out the duties as assigned/volunteered for your full term.
- Regular attendance at all Board meetings (11 times per year, January-November). A Board member is able to miss no more than 4 meetings per year and no more than 2 consecutively with advanced notice given to the President or Executive Director. Extenuating circumstances can be considered.
- Must actively attend Oregon Horse Country membership events and programs on a regular basis—this includes networking events, education seminars, etc.
- Continually identify and solicit members, sponsorships, and opportunities to raise revenue for OHC.
- Help guide new members, assist them with questions, and engage them in OHC programs, services, and events.
- When attending any OHC event or program welcome new, current, and potential members. Make sure to connect them with other members and make everyone feel welcome.
- Volunteer for Oregon Horse Country Special Events.

**By signing below, I agree that I have read and understand the above benefits and requirements of a Wilsonville Chamber of Commerce Oregon Horse Country Advisory Board member and agree to carry out this position to the best of my abilities knowing that I can be asked to step down from the committee if the above requirements are not fulfilled.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 2018-2020 BOARD OF DIRECTORS POSITION APPLICATION

Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Home/Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Have you been a member in good standing of Oregon Horse Country for at least 1 year? \_\_\_\_\_

Please provide typed answers to the following questions:

- In 250 words or less, why do you believe that being an Oregon Horse Country member is important?
- In 250 words or less, what has Oregon Horse Country done for you, your business, or your organization?
- In 250 words or less, briefly explain why you wish to hold a position on the Oregon Horse Country Board of Directors.
- Briefly explain any past board experience and/or business experience that you can bring to the Oregon Horse Country Board of Directors.

Oregon Horse Country Board members are required to spend 3-5 hours per month attending meetings and events, coordinating functions, and volunteering on behalf of Oregon Horse Country. Will you be able to dedicate this time to the program? \_\_\_\_\_ Yes / \_\_\_\_\_ No

**By signing below, I agree that I have read and understand the Oregon Horse Country Board Position and if chosen, I will agree to carry out this position to the best of my abilities knowing that I can be asked to step down from the Board if the above requirements are not fulfilled.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return completed application to Brandi Ebner at the Oregon Horse Country Office by 5:00 pm on Friday, October 27, 2017. Late applications will not be accepted.

Email to: [Brandi@OregonHorseCountry.com](mailto:Brandi@OregonHorseCountry.com)

Questions? Contact Brandi Ebner, Executive Director, at 971-224-5879.



# CODE OF CONDUCT FORM FOR OHC BOARD & COMMITTEE MEMBERS

## **INTRODUCTION**

Involvement with the board of directors or committees of Oregon Horse Country ("OHC") carries certain duties and responsibilities. This Code of Conduct outlines some of those duties and responsibilities.

## **CONFIDENTIALITY**

OHC board and committee members will from time to time come to know information that, if revealed to outsiders, or even to OHC members, could be highly embarrassing to a OHC member or staff member, harmful to the interests of the OHC, or even create legal liability for the OHC. All information acquired by a OHC board or committee member concerning OHC personnel matters, financial matters, legal matters, member status issues, or any other item of OHC business designated by the OHC Board or Staff as being confidential in nature, therefore shall be held in the strictest of confidence and shall not be divulged to any outside party, including OHC members, without prior authorization by the OHC Staff.

## **REPRESENTATION OF THE OHC**

Only the OHC Executive Director or designated Staff member may enter into any agreements with members or speak on behalf of the OHC to the media or any public agency, governmental official, or community organization. Under no circumstances shall any board or committee member endorse any product, service, community organization, political candidate or ballot initiative on behalf of the OHC or use or permit the OHC's letterhead or other insignia to be used for such purpose.

Board and committee members must remember that they are representing the OHC at all times when at OHC events or wearing a OHC name badge. Because of this, board and committee members should be aware of their personal appearance, use of language, and comments that may reflect negatively on the OHC.

## **VIOLATIONS OF CODE OF CONDUCT**

Violations of this Code of Conduct may result in disciplinary action, including the removal of a board or committee member from said committee.

## **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Oregon Horse Country Code of Conduct for Board of Director or Committee members, and that I am responsible for reading and following it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME