

PROPOSED (for approval by incoming President)

Oregon Mortuary & Cemetery Board: Board Member Roles and Responsibilities

Board President Responsibilities

- Responsible for board compliance with public meetings law, with support from staff and legal counsel. Chairs and facilitates effective meetings.
- Requires effective facilitation skills and the flexibility to work effectively with a diversity of individual styles.
- Responsible for Board compliance with internal governance, agency mission and State policy.
- Effectively works with State government and navigates the policy making process.
- Responsible for the annual appraisal of the Executive Director, with input from Board, Governor, staff and stakeholders.
- Responsible for validating the delegation of authority and administrative roles and responsibilities for the effective function of the agency.
- Effectively represents the Board and Executive policy to the public and media.
- Responsible for monitoring and implementing board best practices.
- Appoints Board subcommittees.

Desired Traits

- A strategic thinker. Prone to optimism and creativity.
- Willing to become strongly versed in public meetings law, if not already familiar.
- Willing to establish a governance document for the board; willing to invest in actively increasing the overall maturity of the board as an entity.
- Willing to interview other boards and presidents for effective practices and models.
- Willing to support ED in establishing strong organizational controls and practices without needing to micromanage day to day operations.
- Willing and able to meet with legislators, governors staff and members of the public to further the mission of the board; increase death perception in Oregon.
- Ability to facilitate effective meetings; hold people accountable for roles and responsibilities as active board members; manage time effectively; draw out even and objective discussion in the best interest of the public.
- Willing and able to give constructive feedback on what is working well and what could work better.

Board Vice President Responsibilities

- Responsible for familiarity with public meetings law. Able to effectively chair and facilitate board meetings in the absence of the chair.
- Supports the Board president in compliance with internal governance, agency mission and State policy.
- Is willing to serve a consecutive term, if elected, as Board President.
- Manages Board subcommittees.

Desired Traits

- Willingness to fulfill all the roles and responsibilities described for the position.
- Willingness to learn the role of the president.
- Willingness to be president next term. If not, willingness to step down to allow someone else opportunity to be appointed mid-term in order to be best prepared to be president the following term.

Board Secretary/Treasurer Responsibilities

- Responsible for familiarity with public meetings and records law.
- Responsible for completing annual audit of internal controls and report to the board.
- Meets at least annually with State accounting and agency staff involved in financial processing and budgeting.
- Assists Executive Director in budget forecasts and budget preparation on behalf of the Board.