



# LOCO BLOCO

## BOARD of DIRECTORS

### ROLES AND RESPONSIBILITIES

#### The Role of the Board of Directors

**Ensure fiscal and legal responsibility:** The board maintains oversight responsibilities for the legal and fiscal activities of the organization.

**Contribute to the financial health** of the organization by actively fundraising and making a personal donation.

**Support the Executive Director:** The board shall be responsible for ensuring that the Executive Director is well supported with the resources she needs to maintain a healthy and sustainable organization.

**Serve as ambassador/spokesperson:** The board shall be spokespeople in the community to promote our services and mission.

**Serve as volunteer/mentor:** The board shall act as volunteers for Loco Bloco special events and help to support and mentor the youth and community we serve.

#### Board Member Responsibilities

- A) **Attendance:** Members are expected to attend a BOD meeting every other month, committee meetings every other month and an annual one-day retreat, typically held in the fall. The BOD may call additional meetings or retreats as needed. Three absences from board meetings are permitted per year but only one absence from a full BOD meeting. Three tardy's will be considered a missed meeting. Arriving late or leaving early from a meeting is considered a tardy. Board Members who miss more than three meetings risk losing their position on the board. *After the third meeting missed, the agenda for the following meeting will include a discussion of the absences by the entire board.*
- B) **Fundraising:** Members are expected to fundraise and make personal donations. Fundraising may include hosting the Gala or a house party, organizing an event, and/or serving on a fundraising committee. All Board Members are expected to make at least one personally significant contribution per year. Board Members are expected to attend Loco Bloco events and pay the appropriate cost. Each year the board shall commit to collectively raising a specific amount.
- C) **Committees:** Board member must serve on at least one committee. Loco Bloco's volunteer committees are comprised of board, staff and community members. Each committee has a chair and at least one board member shall sit on each committee.
- D) **Term:** Each member is committed to serving on the board for a two-year term and each member can serve a maximum of three terms.
- E) **Leave of absence:** Members can take a leave of absence from the board for up to 3 months. At the end of 3 months, board members shall either re-commit to all of the board responsibilities, or shall resign from the board. The maximum leave of absence is one per term.
- F) **Board Positions:** Loco Bloco has a Board President, Board Vice President, Board Treasurer and Board Secretary. Together, they are the Executive Committee.