



BOARD RESPONSIBILITIES

**INCA COMMUNITY
SERVICES**

HOW COMMUNITY ACTION BOARDS ARE DIFFERENT

- Community Action Agencies (CAA) are different from other corporations because they:
- Provide local implementation of Federal programs (though partly federally funded, CAAs are not a Federal agency)
- Are a joint venture between Government and local communities.
- Are independent.
- Have three composition(tripartite) of the Board (1/3 representing the public sector, at least 1/3 representing the poor, and the remainder representing private interest groups in the community)
- Are non-profit organizations.



PURPOSE OF THE BOARD

- Find ways to effectively change our communities and impact poverty.
- Represent your counties and services;
- Guidance and oversight of the Executive Director;
- Have legal and fiscal responsibility for administering and overseeing the Agency programs.
- Adopt practices that assure active, independent and informed governance of the Agency.
- and fully participate in the development, planning and evaluation of the Agency's program.



EVALUATE ON A REGULAR BASIS

- Alignment with our purpose,
- And effectiveness in accomplishing our mission.
- Progress toward annual goals and longer-range strategic goals,
- The role and performance of the Executive Director on an annual basis.
- The allocation of our resources.
- Our responsiveness and accountability to our service recipients and funding sources.
- The effectiveness of individual board members and of the board of directors as a whole.



ESTABLISH, OVERSEE, AND REVISE AS NEEDED, AGENCY POLICIES

- Financial, management, accounting, and reporting Policies.
- Conflict of Interest Policies;
- Whistleblower Policies;
- Data Privacy and Confidentially Policy



SYSTEMS FOR FISCAL RESPONSIBILITY AND ACCOUNTABILITY

- Approval of organization annual operating budget with ongoing monitoring and oversight.
- Selection of independent financial auditors.
- Approval of an annual financial audit and monitoring of agencies actions to correct any audit findings.
- Evaluation of the organization's succession plan on an annual basis or as needed.



PLAN FOR INCA'S FUTURE

- Conducting periodic reviews of INCA's strategy and making revisions, as appropriate;
- Seeking and recognizing opportunities as they arise;
- Maintaining a watch on alignment with purpose, including:
 - Use of resources,
 - Allocation of staff and strategy and tactics.
- Ensuring we are working at all times towards our mission.



ENSURE INCA HAS ADEQUATE RESOURCES

- Monitoring the management of all funds;
- Approving annual budget and monitoring at least quarterly, more often as appropriate;
- Supporting and/or participating in fundraising efforts, as requested and appropriate.



SUPPORT THE EXECUTIVE DIRECTOR IN EXECUTION OF INCA'S STRATEGY BY:

- Delegating management of agency and execution of agency's strategy to the Executive Director and staff.
- Providing regular and constructive guidance on organizations alignment with its mission.
- Offering input on conditions relevant to organization strategy.
- Representing agency in public settings that arise as part of regular activities;
- Striving to speak publicly with a unified voice, by supporting agency strategy, policies, and positions, as well as the processes by which the agency reached them;
- Providing general advice and assistance upon request;



PARTICIPATE AND SUPPORT THE WORK OF THE BOARD BY:

- Attending board meetings;
- Participating on board committees;
- Preparing for each board and committee meeting;
- Taking on additional duties at the request of the board chair, where possible.
- Attend and participate in any training sessions required by the agency and/or funding sources;



PARTICIPATE AND SUPPORT THE WORK OF THE BOARD BY:

- Complying with the Oklahoma Meeting Act, 25 O.S. 301, et. Seq., and 25 O.S. 301-314, as revised; and
- Comply with the Code of Conduct
- Representing the interests of organization to the best of each board member's ability.
- To draw on their personal and professional experiences to help the board understand and analyze the operating environment and macroeconomic conditions affecting the organization, field or industry.



***THANK YOU
FOR YOUR TIME AND
COMMITMENT***

