



Philomath Community Services

Policies and Procedures

Title	Board Membership
Revision Date	April 8, 2018
Revision Notes	Modified wording and edits suggested for approval at April Board meeting.

Scope/Application:

Applies to Members of the Board of Directors

Policy:

PCS Board Members are unpaid volunteers who provide governing oversight for PCS program operations as well as overall administration of PCS as a consolidated entity. Expectations of a Board Member are high with respect to time commitment and involvement. Financial support is encouraged but not a requirement for Board Membership.

A PCS Board Member has a passion or significant motivation to serve and promote PCS and its underlying programs. Board Members are PCS ambassadors and must support the PCS mission, promote a positive public image, and adhere to PCS bylaws and policies. Each Board Member is responsible for adhering to ethical standards, disclosing conflict(s) of interest, and following the code of conduct as established by PCS.

Only one member of a household at a time may serve as a voting member of the Board of Directors. This stipulation and other particulars governing the Board of Directors are contained within Article III of the Bylaws of Philomath Community Services.

Procedure:

Board Members are required to:

1. Regularly attend and participate in Board meetings and Committee meetings with a time commitment of approximately ten hours a month. If you miss three consecutive Board meetings or more than four Board meetings in a calendar year without having the absence excused by the Executive Committee, you may be subject to removal from the Board.
2. Accept Board responsibilities that include but are not limited to:
 - a. Knowledge of PCS by-laws;
 - b. Creation and review of policies and procedures;
 - c. Periodic review of strategic plans and setting long-term priorities;
 - d. Review and approval of an annual budget;
 - e. Monthly review of financial statements;
 - f. Annual signed acknowledgment of review of bylaws and policies.
3. Work collaboratively with other Board Members, Managers, and other PCS volunteers.

4. Contribute knowledge, expertise, and skills to at least one program area and serve on at least one program-related Committee.
5. Ensure familiarity with all PCS programs: Food Bank, Gleaners, June's Kids Klost, Lupe's Community Garden, and Holiday Cheer.
6. Help promote PCS visibility and advocate for its programs within the community PCS serves. Participate in PCS events, award ceremonies and fundraising meetings as needed.