

OPA Board Member Responsibilities

- The Board consists of five officers and four at-large members. Officers have specific duties (see Constitution Article VI, "Duties of Officers.") At-large members have no specified duties beyond attending meetings. **However**, OPA has no paid staff. The board is a working board. Board members should be prepared to take on some volunteer work above and beyond attending meetings. This may consist of one-time projects or tasks, periodically recurring tasks, or ongoing responsibilities.
- Board members should be prepared to attend monthly meetings. Most meetings are by conference call (monthly, Sat or Sun, up to 3 hours) on a toll-free number. Meeting minutes are posted on the OPA website at WHO WE ARE > Board Minutes.
- Business will also be done by email between meetings (sometimes just discussion, other times motions and votes)
- Currently two face to face meetings per year (one is the officer election and the other is the board retreat: location is TBD but we've favored Eugene)
- Officer elections (face to face; will usually occur in the meeting the month after the general membership meeting. We are exploring holding this meeting at the conference, to reduce the need for board members to travel.)
- Board members cannot enter OPA contests
- Board members need not be OPA members at time of election, but must become members if elected
- More information is available on OPA website: WHO WE ARE tab includes OPA constitution which describes board makeup and officer roles. (See below.)

Many important OPA roles can be filled by board members or by non-board members who volunteer. These include:

adult contest chair
student contest chair
membership chair
newsletter editor
Facebook editor
webmaster
book review editor
grant writer
conference coordinator/coordinating committee
volunteer coordinator

Board member recruitment committee: supposed to consist of one board member and two non-members (This is a temporary committee that operates during the run-up to the annual conference and general membership meeting)

OPA Constitution and bylaws excerpt

Article IV – Administration

Section 1. OPA shall be administered by a Board of Directors comprised of nine members elected by the membership.

* Section 2. Board elections shall be held at the annual general membership meeting.

Section 3. Board members shall serve three-year terms, and may seek re-election.

Section 4. The Board shall be divided into three groups. Groups of three shall be elected in rotation at successive annual meetings.

Section 5. If a vacancy occurs on the Board, the President shall appoint a member to serve until the next annual meeting, at which time a permanent replacement shall be elected.

Article V – Officers

Section 1. OPA officers shall be as follows: President, Vice President, Secretary, Treasurer and Historian.

Section 2. Officers shall be elected by the Board of Directors from its own members immediately following the annual meeting.

Section 3. Officers shall serve one-year terms, and may seek re-election.

Article VI – Duties of Officers

Section 1. The President shall preside at all meetings, appoint committee chairs, and represent OPA at public functions.

Section 2. The Vice President shall assist the President, and perform the duties of President in her or his absence.

Section 3. The Secretary shall keep records, including minutes of OPA annual meetings and meetings of the Board of Directors; send copies of all minutes to the President, members of the Board, and others, as directed by the President; and conduct correspondence.

* Section 4. The Treasurer shall receive all money and deposit it to OPA accounts; make all disbursements; keep an accurate record of receipts and disbursements; report to the Board of Directors as directed by the President or Vice President; and give a full report at the annual meeting, or upon request.

Section 5 (Amended). The Historian shall maintain a record documenting activities of OPA, prepare an annual report to be delivered at the annual meeting, and file the report with the Secretary as a permanent record.