



Board of Directors' Role and Responsibilities

Primary Role

1. The Board provides overall leadership for OCMS, including goals, priorities, and resource allocation. The Board is also responsible for developing, monitoring, and evaluating the strategic plan.
2. Directors represent and act on behalf of all OCMS members. They accept the responsibility to be well informed about issues before the Board and the association, actively involve themselves in Board decision-making and support Board decisions.

Duties and Responsibilities

1. Follow OCMS Constitution and Bylaws.
2. Attend quarterly board meetings and actively participate in the decision-making process. A Board member is expected to attend two thirds of the regular meetings in a given year* (face to face and teleconferences).
3. Advise the President or Executive Director when attendance at a board meeting or activity is not possible.
4. Provide information, ideas, and suggestions from the membership to the Board and communicate the activities and ideas of the Board to the members.
5. Represent OCMS as a Board member and act as an ambassador for OCMS when attending OCMS and other associated meetings.
6. Approve and support the financial and program goals established in the yearly operating budget to assure and maintain OCMS' financial stability.
7. Actively recruit and welcome new members and participate in all membership recruitment and retention activities as assigned.
8. Identify, recruit, and encourage members to serve on committees and task forces.
9. Serve on Board committees, special task forces and serve as liaison to committees as assigned by the president.
10. Actively participate in Annual Meeting, social, and programmed events.

OCMS Executive Board

President: Provides leadership to OCMS consistent with set strategies and objectives. Effectively operates the society so that the needs of the members are met. Preside over membership and any issues to this regard.

President-Elect: Assist president in overseeing all the activities of OCMS, in absence of the president, perform all presidential responsibilities.

Secretary: Coordinates the recording of board meeting minutes and maintaining organizational documents and records.

Treasurer: Responsible for overseeing OCMS's revenue and expenses.

Immediate Past-President: Advise the president and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the operation of OCMS.

**To learn more about OCMS Board of Directors,
contact: rshubitowski@ocms-mi.org**