



Board Member Job Description

Mission

Olancho Aid Foundation, Inc. (OAF) is a U.S. 501(c) (3) nonprofit, Catholic, educational organization building an economically sustainable community in Honduras that provides families an opportunity to stay well, stay together and an option to stay in Honduras.

For more information, please see Olancho Aid's website: olanchoaid.org

Position

The organization is governed by a volunteer Board of Directors who support the work of Olancho Aid Foundation and provide mission-based leadership and strategic governance. While day-to-day operations are led by Olancho Aid's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific board member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the ED as s/he develops and implements OAF's strategic plan
- Reviewing outcomes and metrics created by OAF for evaluating its impact, and regularly measuring performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board/committee meetings
- Approving OAF's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting board members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees and taking on special assignments
- Representing OAF to stakeholders; acting as an ambassador for the organization
- Ensuring OAF's commitment to a diverse board and staff that reflects the communities OAF serves
- Attend the annual board retreat in-person, in Juticalpa or other location determined by the board president.

Fundraising

Board members will consider OAF a philanthropic priority and make annual gifts that reflect that priority. So that OAF can credibly solicit contributions from foundations, organizations, and individuals, OAF expects to have 100 percent of board members make an annual contribution that is commensurate with their capacity.

Board terms/participation

Board members will serve a three-year term to be eligible for re-appointment for up to two additional terms. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about OAF's mission and who has a track record of board leadership. Selected board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have some of the following qualifications:

- Administrative and leadership experience in education preferably in Honduras
- Background in project management preferably focused on education
- Fundraising experience and networking skills
- Experience in nonprofit finance and accounting
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Personal qualities of integrity, credibility, and a passion for Catholic social teaching
- Conversational fluency Spanish/English

Service on OAF's Board of Directors is without remuneration.

Interested candidates should email a cover letter and resume to info@olanchoaid.org