**Board of Directors**

**Hospitality House of Owatonna, Inc. (HHO)**

**Revised/Approved BOD Meeting 04/20/2022**

**Function:**

Provide oversight and governance for all facets of HHO’s operations and assets, hold primary accountability for adherence to legal and fiduciary requirements and represent HHO to the community.

**Duties:**

Duties will be carried out through any combination of board members, committees, teams, community volunteers and staff.

***General***

* Actively participate in HHO management and operations.
* Maintain familiarity with state and federal laws relating to non-profit organizations.
* Maintain familiarity with HHO governing documents and ensure their accuracy.
* Attend regularly and actively participate for board meetings.
* Prepare for board meetings by reading and evaluating materials received in advance.
* Establish and provide direction to teams/committees to carry out projects and other responsibilities.
* Assist HHO in obtaining needed resources to fulfill its mission.
* Assist in the investigation of warnings or reports of officer or employee theft, mismanagement or misuse of HHO charitable assets.
* Obtain outside help when needed.
* Maintain confidentiality of HHO guests and operational data.
* Chair and/or serve on identified board committees and teams as needed

***Planning***

* Define HHO’s philosophy, mission and values.
* Lead the development, maintenance and approval of HHO’s strategic plan, including financial and marketing/fundraising goals and actions.
* Review and approve HHO’s annual funding/marketing plans and operating budgets.
* Approve and ensure implementation of all operational and internal affairs policies.

***Organization & Internal Affairs***

* Annually review Board strategic plan and annual goals. Take steps to improve performance, providing ongoing feedback throughout the year.
* Ensure an effective board and management succession plan is in place to support achievement of the HHO strategic plan.
* Approve HHO’s internal affairs, compensation and benefit policies and related practices.
* Recruit new Board members when needed and ensure their qualifications, skills and interests align with HHO philosophy and strategic plan.
* Define and administer HHO policies.
* Recruit and retain employees for key staff positions through effective performance management.
* Approve Program Manager performance appraisal and compensation; approve staff compensation.
* Identify board committee/team requirements; create and disband teams as needed.

***Operations***

* Approve and oversee major actions of HHO, such as capital expenditures and major programs and services.
* Review results against HHO’s mission, strategic plan and annual goals against the performance of similar institutions.
* Ensure the HHO financial structure meets both current and future requirements.
* Ensure HHO physical assets are maintained and improved effectively.
* Ensure compliance with fiduciary, legal, and material law

***Finance and Audit***

* Maintain familiarity and understanding of HHO financial performance, books and other records.
* Ensure the Board and its teams/committees are kept current and accurately informed of the financial and operational condition of HHO through reports and other methods.
* Use independent auditors periodically to ensure compliance with standard accounting practice requirements.
* Ensure HHO’s preferred status with state and federal agencies is protected*.*

**Chair**

**Function:**

Lead the board of directors in the general supervision, direction, and management of the affairs of HHO.



**Duties:**

* Preside at meetings of the board and executive committee.
* Execute contracts, deeds, conveyances and any other instruments in writing which may be required or authorized by the Board of Directors for the property and necessary transaction of the business of this corporation.
* Appoint chairs of committees and teams.
* Serve as ex-officio member of all board teams.
* Serve as a spokesperson for the board.
* Lead preparation for board meeting and ensure timely board packet distribution.

**Vice Chair**

**(Chair Elect)**

**Function:**

Prepare to move into the Chair role; perform the duties of the President in case of the latter's absence or disability.

**Duties:**

* Prepare to assume the office of the board chair.
* Step into the office of board chair should the board chair be absent or if that office becomes vacant.
* Assist the board chair in the execution of his or her duties.
* Lead and/or serve on teams and committees as needed or requested.

**Secretary**

**Function:**

Serve as custodian of HHO records, documents and papers. Ensure accurate information regarding board meetings and activities is documented and communicated to the Board and other appropriate parties.

**Duties:**

* Assure that board documents are accessible to board members.
* Assure an agenda has been prepared and distributed prior to Board meetings.
* Oversee the distribution of background information for agenda items to be discussed.
* Prepare the official minutes of the meeting recording motions, discussion votes on motions, decisions made and required actions.
* Prepare and provide written minutes to board members in advance of the next meeting and record any changes or corrections to the minutes.
* Attest to the Chair’s execution of contracts, deeds, conveyances and any other instruments in writing which may be required or authorized by the Board of Directors for the property and necessary transaction of the business of HHO.

**Treasurer**

**Function:**

Provide HHO financial oversight, support and guidance to the Board of Directors. Leads the board in the safeguarding of HHO assets and ensures the maintenance of accurate financial records.

**Duties:**

* Serve as financial officer of the organization.
* Chair and/or serve on identified board committees and teams as needed.
* Manage, with the Executive Team, the board’s review of and action taken on its financial responsibilities.
* Report HHO financial status and transactions, and other reports as required by the Board.
* Ensure financial reports are distributed to the board in advance of meetings.
* Lead discussion of the financial reports and topics at board meetings.
* Work with the identified committees and teams in the development and communication of the annual operating plan/budget and fundraising.
* Schedule and oversee periodic external and internal audits, their communication to the board and addressment of related questions.

**Committees and Teams**

The HHO Board of Directors uses both standing committees and project/ad hoc teams as needed to carry out board responsibilities.

**Executive Committee**

**Function:**

Lead the board of directors in accomplishing the Hospitality House of Owatonna mission, strategic plan and goals. Manage the overall health and effective functioning of the board. Develop future leaders.

Note: The Executive Committee consists of the Chair, Vice Chair, Treasurer and Secretary and may include one or more additional board or team members, when needed.

**Duties:**

All board member duties plus the following:

* Develop and implement leadership succession plans.
* Prepare specific board members for Executive Team roles.
* Evaluate the purchase/lease/donation of real assets.
* Organize, oversee and facilitate board meetings.
* Provide timely and accurate operational information to Board Members.

**House Operations Committee**

**Function:**

Provide overall guidance and support for safe, effective and productive house operations, positive work environment, technological infrastructure and physical asset maintenance and improvement.

**Duties:**

* Develop, recommend, maintain and support the implementation of:
  + HHO board policies, processes and procedures.
  + Recruitment, retention and performance policies, processes and procedures.
  + Staff and board member job descriptions.
* Salary plans and annual salary budgets.
* Provide oversight and support in the development, maintenance and implementation of staff training.
* Develop and deliver the Program Manager performance review.
* Support, coach and develop the Program Manager in staff performance management and development.
* Advise and guide the Board of Directors in the Program Manager hiring process.
* Identify, with the support of the Program Manager, facility and vehicle maintenance and improvement needs.
* Recommend purchase of new or additional real property or physical assets to executive committee.
* Recommend annual facility maintenance and capital budget estimates to the Executive Committee.
* Manage capital improvement and maintenance projects.,
* Maintain and improve infrastructure technology.

**Community Engagement and Resource Development Committee**

**Function:**

Provide guidance and support to the Board of Directors in, public relations, marketing and resource development/fundraising.

**Duties:**

* Develop and recommend annual public relations and communication plans, annual resource development/fundraising plans and related operating budgets.
* Work with the Program Manager and BOD in developing maintaining positive public relations and in donor development and retention.
* Assist the Program Manager as needed in potential communications and presentations.
* Take the lead in certain outreach efforts, such as chairing events or hosting fundraising functions.
* Monitor fundraising efforts to ensure ethical practices are followed and donors are properly recognized and acknowledged.
* Utilize CRM (Customer Relationship Management) program and other identified technology to support community engagement and fund development.

**Investment Advisory Team**

**Function:**

Provide guidance and support to the Executive Committee on investments and significant cash, stock, or other donations.

**Duties:**

* Provide advice and guidance on financial priorities, investments, reserve fund establishment, lines of credit and related areas.

**Technology Team**

**Function**:

Support the Board of Directors and staff in the selection and implementation of technology needed for ongoing operations and community engagement.

**Duties:**

* Recommend/or provide input on computer hardware and software selection.
* Implement technology upgrades and enhancements.