
OPAL ENVIRONMENTAL JUSTICE OREGON

BOARD MEMBER

Position Description

Mission:

OPAL Environmental Justice Oregon builds power for Environmental Justice and Civil Rights in our communities. We organize low-income communities and people of color to achieve a safe and healthy environment where we live, work, learn, play and pray.

Through all of this, OPAL strives to create opportunities for meaningful participation in decision making. OPAL is rooted in the [Principles of Environmental Justice](#) and the [Jemez Principles of Democratic Organizing](#). Represented by highly-impacted community members that form a core staff, leadership, board, and membership-based team, OPAL strives to create an economy that is grounded in regeneration and cooperation.

As a registered 501(c)(3) non-profit, OPAL is governed by an all-volunteer board of directors. We are currently seeking new board members with strengths in the following areas: Youth leadership, conflict resolution, Indigenous and tribal sovereignty, fundraising, government/policy, and environmental justice law. Board members provide oversight to the Executive Director and staff on important issues, including fiscal management, budget planning, fundraising, personnel policies and strategic planning, along with direct supervision of the Executive Director (ED).

Commitment:

Board members have a legal, moral, and fiduciary responsibility to ensure that the organization does the best work possible in pursuit of its goals.

Board members are expected to support the purpose and the mission of the organization, and act responsibly and prudently as its steward.

Board members attend monthly meetings and contribute to deliberations on current issues as elevated by the ED and staff. Board members also serve on board committees. Board members are asked to volunteer for approximately eight hours per month including one Board meeting, one committee meeting, and time spent independently staying informed of Board activities, working on specific projects, attending events, and acting as an ambassador in the community. Typical terms are for three years, and can be renewed, or shortened depending on circumstances. Board meetings are currently held virtually due to the ongoing pandemic.

Board Member Duties and Responsibilities:

- Exercise care in running the organization by following federal and state law, and adhering to the organization's Articles of Incorporation, Bylaws and Collective Bargaining Agreement.
- Carry out the goals of OPAL in good faith, to consider the well-being of the organization when acting on its behalf, to make reasonable decisions, and to trust that each Board and staff member is also dedicated to the mission.

- Treat all OPAL staff, volunteers, students and community partners with dignity and respect at all times.
- Commit to advancing OPAL's values of racial, gender, economic, and social justice.
- Report any conflict of interest in which they or another Board member is engaged.
- Be fiscally responsible for the organization by understanding the budget, reading operational information and financial reports, and overseeing the finances.
- Learn about OPAL's mission and programs, and serve as an ambassador to the community to educate others and promote the organization whenever possible with positive language.
- Hold fellow Board members, the Executive Director (and by extension, the full staff) to professional standards.
- Serve an initial term of one, two, or three years as determined by the Board.
- Commit to increasing their skills as a Board member, and actively pursue professional development opportunities that will benefit them and the organization with the support of OPAL resources.
- Attend any regularly scheduled or special meetings designated by the Board, with the understanding that three unexcused absences during any 12-month period will be considered resignation from the Board.
- Dedicate, on average, eight hours per month of their time, including regular Board meetings. Understand that regular Board meetings are generally held on a monthly basis at least 10 times per year.
- Evaluate the performance of the Executive Director, based on goals developed jointly by the Board and Executive Director.
- Make a personally significant pledge to OPAL at least once per year, at a level of \$250 or higher. Board members have the option of fulfilling personal pledges in monthly or quarterly installments or through supporting fundraising efforts.
- Actively engage in fundraising to ensure that OPAL has the resources it needs to meet its mission.

Commitment to Board Members:

- The organization will describe all commitments, responsibilities and expectations related to the role of being a Board member, prior to acceptance of the role.
- The organization will provide board members with a robust board orientation including, by-laws, Collective Bargaining Agreement, background information on work accomplished to date, and organizational annual goals.
- Board meetings will be conducted in an efficient and productive manner. Expect to receive agendas at least 1 week before each meeting.

- The Board will be provided regular and complete financial statements and annual financial reports. OPAL staff will also provide training on how to interpret the organization's financial statements.
- The Board will receive monthly reports from the Executive Director, which will include appropriate program updates, and any new promotional or informational materials.
- The organization will provide a range of fundraising activities, and offer relevant training and support to help fulfill board members fundraising obligations.
- OPAL will use board members' time and skills wisely by offering challenging assignments and employing efficient methods for planning, coordination, and communication regarding meetings and activities.
- To support removing barriers to participation on the board, the organization will provide a monthly stipend of \$200 to board members. When in-person meetings resume, OPAL will provide food, childcare and transportation support at meetings.
- The organization will entrust Board members with confidential information that will help them carry out responsibilities and assignments.
- The organization will recognize, at appropriate times, Board contributions and successes.
- The organization will treat the Board at all times with respect and dignity.

How to apply:

If you have any questions, please reach out to Executive Director Huy Ong at 503-819-6280 or at huy@opalpdx.org. [Applications are currently being accepted on a rolling basis.](#)