

OPC Executive Governance Policy Change

Approved by the OPC Board: March 1, 2019



Introduction

The OPC Nominations Committee reviewed the governance structure for the Executive officers of the organization in advance of the upcoming Board elections. There is currently no succession process for the sitting President and that was recognized as a shortcoming in our governance structure as it pertains to operational continuity. Currently, the OPC Officers as described in the OPC Bylaws are the President, Vice President, Treasurer and Executive Director. The terms are 2 years in length.

In benchmarking other Associations, it is quite common to use the Vice President role as a laddering position to become the President. This provides the benefit of an orientation period before taking on role of the Presidency. An additional element that was discussed to provide OPC with a sound executive governance structure was the role of Past-President, that has the added value of continuity and the capability to provide coaching to the President should it be desired. Specific duties have been added to the Vice President and Past President descriptions noted below. These changes present the advantages of good succession planning and continuity for a sound governance structure.

Policy Changes

The following changes were adopted by the OPC Board of Directors.

- Beginning with the 2020 Board elections, the Vice President position is elected with the understanding that individual will become President of the organization in 2 years.
- Beginning with the 2019 elections, the individual elected President understands that they will become the Past-President upon completion of the term for a 2 year term. This position will be a non-voting position on the Board. So position of Past President will be vacant until 2021.

Implementation

President

- ***For 2019 election only: Criteria for election to President for the 2019 Election:***
 - Experience as a Chair
 - Experience in a leadership position
 - Must have served at least one term on the OPC Board, within last 5 years; OR
 - Served at least one term as a Chair or member of an OPC Committee within last 3 years; OR
 - Served at least one term as President or other leadership position in a Regional Association or International P&O organization within past 3 years.
- ***Beginning with the 2020 Elections:*** Criteria to be eligible for election to President beginning in 2020 is that the individual is the current Vice President.
- ***Implement in 2019 elections:*** Will take on Past President role for 2 years following Presidency

Vice President

- Elected to a 2 year term with the understanding that they will become President following their VP term and Past-President following their Presidency.
- ***Implement with 2020 election:*** the Vice President elected in 2020 will become President in 2021 after one year as Vice President. (2020 Only)

- 2021 elections would elect a Vice President for a 2 year term and will become President in 2023.
- ***Criteria for election as Vice President***
 - Have served at least one term within the past 5 years on:
 - OPC Board, OR
 - Chair or member of an OPC Committee, OR
 - President or leadership position in a Regional Association or International P&O organization

Past President

- Unelected, non-voting member of the Board
- Term 2 years
- Serves as Chair of Nomination Committee while Past President
- Begins in 2021 following term of the individual elected President in 2019.

Executive Committee would consist of President, Past President, Vice President, Treasurer and Executive Director.

Position Descriptions***President of the Board***

REPORTS TO: Board of Directors

Under the authority delegated by the membership through the by-laws, or through the resolutions and/or consent of the board of directors, the President of the board shall:

- a) be the chief elected officer of the Society;
- b) ensure that the mission and strategic plan are followed by the association;
- c) preside at meetings of the organization including the board of directors, executive committee, and meetings of the membership of the Society;
- d) determine the agenda for all board, executive committee, and annual general meetings in collaboration with the executive director;
- e) be an ex officio member of the board committees, councils, and task forces;
- f) with the Vice President, designate the chair of committees, councils, and task forces, and recommend to the executive director and the designated chair the volunteers to serve on these bodies;
- g) act as counsel to the executive director;
- h) work with the executive director to see that policies and programs that will serve the Society's mission and goals are developed and presented to the board;
- i) be the spokesperson for the board of directors;
- j) support the executive director as a liaison to affiliated domestic and international organizations;
- k) perform such other duties, functions, and responsibilities as assigned by the board and/or approved by the membership.

Vice President of the Board

The Vice President functions as the chief elected officer in-training. The Vice President supports the President of the board by working toward organizational goals including:

- a) assume the responsibilities of the President of the board in his or her absence;
- b) attend meetings of the board of directors, executive committee, finance committee and the annual general meeting;

- c) chairing the strategic planning task force;
- d) liaising with the Presidents of the Regional Associations and attend Regional Council meetings;
- e) with the President, designate the chair of committees and task forces, and the designated chair the volunteers to serve on these bodies;
- f) accept responsibilities as delegated by the President of the board.

Past President of the Board

The immediate Past President of the board is responsible for promoting the continuity and development of leadership in the Society. The immediate Past President of the board shall:

- a) attend meetings of the board, executive committee, and the annual general meeting;
- b) assume the responsibilities of the President of the board and the Vice President when both are absent;
- c) chair the nominating committee of the organization;
- d) review the performance of volunteers and as necessary address performance issues with individual volunteers;
- e) identify committed and competent leaders for appointment and/or election to office in the organization;
- f) oversee the nomination processes;
- g) oversee assigned projects and assume other responsibilities as assigned.