

OIX Board Member & Officer Guidelines & Code of Conduct

Board Structure

The OIX Board of Directors consists of 7 members. The 7 board members include 2 officers in the positions of Chair and Vice Chair. Additionally there are the officer positions of Treasurer and Secretary, these 2 positions can be occupied by board members but it is not a requirement. The 4 officer positions are elected by the board each year during the first meeting in Jan. Board terms are two years in length. An individual may serve up to 3 terms running January through December. Board members are elected by the OIX membership, the one week voting period opens each year at the conclusion of the Annual General Meeting (AGM). (Nov or Dec)

Board Expectations

The OIX Board sets the strategic direction for the organization, committees, and Admin.

When the board deems it necessary, they can step in to support a committee with executing organizational goals. This may include appointing or removing members or assisting in recruiting new members.

Board Member Expectations

By accepting a seat on the board OIX Board Members must adhere to these stated guidelines.

OIX Board Members attend bi-weekly meetings via teleconference. If a board member cannot attend a meeting the member should let the Chair and OIX Admin. know of their anticipated absence.

Board Members are expected to participate in discussions and assist with action items.

Board Members should be an ambassador for OIX (e.g., share relevant information at conferences, meetings, and other functions).

All Board Members must disclose any and all company affiliations that may present a conflict of interest in the execution of their duties as a Board Member. If and when a Board Member is called upon to make a decision where a conflict arises, they must recuse themselves.

Board members must be familiar with the OIX Bylaws and comply with them at all times.

Board Chair Expectations

The Board Chair leads the bi-weekly meeting. If the Chair cannot attend a meeting, they will inform the Vice Chair (or another board member) and ask them to stand in on their behalf to run the meeting. The Chair sets the agenda prior to the meeting and it is distributed by the OIX Admin.

The Board Chair should have a clear understanding of all OIX Bylaws and ensure they are followed at all times.

The Board Chair responds to matters of importance as they arise, represents OIX at professional meetings, promotes OIX in the community, directs the Admin and committees in the execution of the organizational goals.

The Board Chair serves as the direct supervisor of the OIX Admin including answering questions, providing guidance, and assigning tasks.

The Board Chair provides secondary oversight on all OIX expenditures including invoices paid by the Treasurer and OIX Admin.

The Board Chair is invited to all OIX Committee Meetings and can attend at their discretion.

Board Vice Chair Expectations

The OIX Vice Chair stands in for the Board Chair at any time the Chair is unavailable. The Vice Chair also participates in OIX management meetings (e.g., related to OIX Admin matters, strategizing). The Vice Chair provides input on all OIX matters as invited by the Chair.

Treasurer Expectations

The OIX Treasurer reviews all income and expenditures of the organization. The Treasurer is accountable for the payment of invoices but can delegate this to the OIX Admin.

The Treasurer provides a report on the status of all OIX accounts and activities at each Board Meeting. The Treasurer provides a financial report at the AGM.

The Treasurer ensures that annual taxes are paid on time.

Secretary Expectations

The Secretary shall be responsible for the keeping and reporting of adequate records of all transactions and of all minutes of all meetings of the Board of Directors.