**Alpha Delta State Ohio Educational Foundation**



**BOARD OF DIRECTORS POLICY**

**OPERATING POLICY**

**Effective Date: 6/29/2018**

**Review Date(s):**

**Revision Date(s): 1/07/2021, 9/17/2020**

**Number of Pages: 2**

**I. PURPOSE**

This policy defines Directors’ responsibilities not covered in other ADSOEF topic-specific policies.

**II. COMPLIANCE**

**A.** The Board Chairman, Secretary and Treasurer of ADSOEF have accounts with the Ohio Attorney General’s Office to ensure receiving important notifications.

**B.** Board Officers update, in a timely manner, information about Directors, Officers, and the Foundation with the Ohio Attorney General, the Ohio Secretary of State, and the Internal Revenue Service.

**III. LEGAL DUTIES OF BOARD DIRECTORS**

**A.** The fiduciary obligations of Board members fall under four specific legal duties: duty of care, duty of loyalty, duty of compliance, and duty to maintain accounts. (Ohio Attorney General)

**B.** Directors are responsible for the fiduciary duties described in the *Guide for Charity Board Members: Honoring Commitments and Responsibilities.* This Guide is available in booklet form and also online at [www.ohioattorney](http://www.ohioattorney) general.gov.

**IV. DIRECTOR ORIENTATION**

**A.** Newly elected Board Directors

* participate in Board orientation prior to the first meeting of the fiscal year;
* may attend Foundation Board meetings immediately following their election; ~~and~~
* participate in the election of Board Officers if present at a properly called Board meeting and if said election occurs prior to July 1st;
* read and understand the ADSOEF Bylaws, Board of Directors Policy, and Board of Directors Procedures.

**B.** Newly appointed Directors shall immediately begin full participation in Board meetings.

**C.** Returning Board Directors shall review and understand the ADSOEF Bylaws, Board of Directors Policy, and Board of Directors Procedures.

**D.** All Directors shall participate in recommended training for Board responsibilities, specific offices, and/or committee responsibilities.

**V. VOLUNTEER HOURS**

Board Directors report volunteer hours for themselves and their committee members to the Board Secretary on a monthly basis.