



***Board of Directors Packet
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Available on request (automatically provided to new Board Members):

- **Bylaws**
- **Articles of Incorporation**
- **Program Information**
- **Committee List / Projects**
- **Directory**
- **Policies & Procedures / Manual**



Board of Directors Introductory Information

Purpose

This document provides you with basic information about what the San Diego Oceans Foundation requires from its Board members. If you have concerns about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the Membership / BOD committee before you submit your name for consideration.

Term of Office:

3 years. Elected at Annual General Meeting. Directors may serve a maximum of 6 years. New directors may be elected by the Board to fill vacancies for the balance of the term of that vacancy.

Time Requirements:

Most of the board's work is done in board meetings, committee meetings, special events, projects, and in preparation for them. On average each board member volunteers 7 hours per month to these activities. Full preparation and participation is expected of each member of the board.

Board Meetings

The full board meets 12 times per year, usually on the third Tuesday of each month, from 6:30pm to about 8:30pm. See attached Schedule of Meetings and Events.

Committee Meetings

Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance and participation is essential for the committees to accomplish their goals.

Orientation Sessions

There will be at least one half-day orientation session held on a Saturday morning in the month after the Annual General Meeting. Attendance is mandatory for ALL directors. The Membership / BOD committee will arrange other orientation sessions as needed.

Other Time Requirements

- Annual General Meeting is held at the beginning of each calendar year.
- Social Events: We normally have two or three social events per year where Staff, Advisors and Board members can interact. Additional fundraising and social events are held at least once a month.
- Strategic Planning: We hold a one-day retreat each year to review and update our strategic plan.

Selection Process

- Board members and Staff identify prospective board members. These are individuals who have demonstrated leadership and commitment to values shared by the San Diego Oceans Foundation.
- Prospects receive a package containing information about SDOF, its programs, bylaws, committee descriptions, projects, Memo of Understanding and additional information to assist in understanding the commitment that will be required. Qualified prospects are then invited to interview at a Board meeting, orientation session, or other event.
- Upon completion of the interview, the Board will vote whether or not to accept the prospective member to serve on the Board of Directors.

Approach to Governance

Briefly stated, we believe that the Board's role is to ensure that SDOF establishes and maintains the trust of the community, is prudent and ethical in its activities, and is accountable for its actions. Our meetings focus on planning, policy-making, and assessing the progress of our mission.

Mission Statement

The mission of the San Diego Oceans Foundation is to promote Ocean Stewardship by leading community-supported projects that enhance the ocean habitat and encourage sustainable use of the ocean's resources.



2009/2010 Meetings & Events

2009

Regular board Meetings (2009)*

January 20
February 17
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

** normally held third Tuesday of each month*

AquaTalk 2009

July 14
August 11
September 8
October 13

Committee Meetings 2009 **

Membership / BOD	Dates TBA
Fundraising / Events	Dates TBA
Programs / MLPA	Dates TBA
Education	Dates TBA
Executive Committee	Dates TBA

*** normally held once each month, or depending on the needs of the organization*

Fundraising Events 2009

July (full month)	Dive-A-Thon
October 2	Oceans Benefit
December 11	Sophie's Green Christmas

Restaurant Socials 2009

June 30	CPK
July 22	Souplantation
August 19	Chile's
September 14/15/16	The Fishery
September 23	Sbicca
October	TBA
November 18	Sammy's Woodfired Pizza
December (full month)	Linkery

2010

Regular board Meetings (2010)*

January 19
February 16
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 21

** normally held third Tuesday of each month*

AquaTalk 2010

Dates TBA

Committee Meetings 2010 **

Membership / BOD	Dates TBA
Fundraising / Events	Dates TBA
Programs / MLPA	Dates TBA
Education	Dates TBA
Executive Committee	Dates TBA

*** normally held once each month, or depending on the needs of the organization*

Fundraising Events 2010

July (full month)	Dive-A-Thon
Fall	Oceans Benefit

Restaurant Socials 2010

Dates TBA

Annual General Meeting 2010

January 19

Orientation 2010

February (Date TBA)

Strategic Planning Session 2010

Date TBA



Application to the Board of Directors

Please complete this application. Use additional pages if required.

Name		
Home Address		
Phone	Cell Phone	E-mail
Work (if applicable) Company & Address		
Phone	Fax	E-mail

Summarize your experience with and/or interest in our organization.

What skills and knowledge will you bring to our board? Please indicate your experience in the following areas.	Very Experienced	Some Experience	Little or No Experience
Strategic planning			
Fundraising			
Board development (recruitment, training, evaluation)			
Program planning and evaluation			
Recruiting, hiring, and evaluating personnel			
Financial management and control (budgeting, accounting)			



Communication, public and media relations; participation in interagency committees.			
Public speaking			
Organizational development			
Information technology			
Writing, journalism			
Special events (planning and implementing)			
<i>[list other skills, knowledge needed by your board]:</i>			

For the items you checked as “very experienced” or “some experience”, please provide details.

Please attach your curriculum vitae, including full descriptions of your responsibilities on other Boards and Committees on which you have served, if any.

Who may we contact for information about your experience in these positions?

Mail, fax, or e-mail completed application to: San Diego Oceans Foundation
 1875 Quivira Way C-5
 San Diego, Ca 92109
 Phone: (619) 523-1903
 Fax: (619) 523-1979

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For Board Use

____ Applicant package has been reviewed by the Membership/BOD Committee. Date _____

____ Applicant interviewed by the Board of Directors at an official SDOF gathering. Date _____

Board Decision _____



***Memorandum of Understanding
Between San Diego Oceans Foundation (SDOF) and Board Member***

PART A: SDOF to Board Member

In return for your commitment to SDOF, we pledge that we will be responsible to you, _____, in the following ways:

1. You will receive:
 - a. Timely notifications of Board and other meetings
 - b. Pre-meeting agendas no later than 48 hours before meetings to allow you sufficient time to review and prepare for the meeting
 - c. Monthly financial summaries and quarterly Treasurer reports
 - d. Monthly Executive Director's Report of SDOF operational activities
 - e. A comprehensive Board Member Handbook
2. You may call on staff to discuss programs, policies, goals, and objectives.
3. SDOF will make every effort to make Board meetings substantive, productive, and respectful of your time.
4. We will encourage you to take an increasingly larger role in leadership.
5. Board members and staff will support you to the best of their ability in carrying out your responsibilities.
6. SDOF will do everything it its power to make your commitment to the board a rewarding experience.

Signature, Board President

Signature, Executive Director

Date

Date



***Memorandum of Understanding
Between San Diego Oceans Foundation (SDOF) and Board Member***

PART B: Board Member to SDOF

In consideration of my election to the SDOF Board of Directors, I _____ agree to fulfill the following duties and obligations during my tenure.

1. Actively promote the mission of SDOF
2. Attend all scheduled meetings of the Board and Committees of which I am a member
3. Participate actively on at least one or more Committees and one or more SDOF programs
4. Familiarize myself with materials and subject matter related to upcoming meetings
5. Attend the annual Board retreat where training and strategic planning will take place
6. Maintain active membership in SDOF.
7. Support events through participation and attendance
8. Assist in fundraising activities and seek potential resources for funding
9. Assist in recruiting volunteers and new SDOF members
10. Contribute knowledge and expertise when needed
11. Serve as an advocate for SDOF and its mission
12. Respond to staff, Committee members, and fellow Board members in a timely fashion
13. Keep all non-public information confidential
14. Respect confidentiality of issues discussed at Board meetings
15. Respect and uphold the bylaws and mission

I understand that I have no authority as an individual Board member except that which has been specifically granted me by a vote of the Board as a whole and the bylaws. I agree to accept the decisions of the Board as binding upon me as an individual member. I also agree that the President and Executive Director are the authorized spokespersons for SDOF. I agree to be a partner with fellow Board members in furthering the success of SDOF.

Agreed to by:

Signature

Date

Witnessed by:

Signature, President of the Board

Date