



Ole Farmer Association North America (OFANA)
Title: OFANA Board and Board Functions

SOP # 2

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Approval

OFANA

Policy Statement

The Ole Farmer's Association of North America (OFANA or Association) must maintain an Executive Board of Directors (Executive or Board) to lead the organization in order to ensure that its missions, strategic interests and guiding principles as set out in the By-Laws and supporting SOPs are adhered to and followed.

Purpose


The purpose of this SOP is to clearly outline the responsibilities and functions of the Board.

Scope

The document is complimentary to the OFANA By-Laws and expands on the responsibilities of the Board outlined in the By-Laws. The document details the responsibilities of the Board and procedures for accomplishing them. Responsibilities addressed include, but not limited to: the frequency with which the Board should meet to conduct OFANA business; the fiduciary responsibilities of the Board; the interaction between the Board, the Region, the general membership, and outside organization (CASE, the CASE Alumni Association, and other organizations within the Diaspora); and the accountability of the Board to OFANA members, and to state and Federal oversight agencies.


Responsibilities

- Develop the Association's policies and procedures, and implement them uniformly across the Regions.
- Develop and implement orientation and mentoring procedures for newly elected Board.
- Develop and implement crisis management and mitigation policies and procedures to protect the Association's assets and intellectual property.
- Develop and maintain strategies to ensure the continued growth and relevance of the Association.
- Ensure continued updates and establishment of policies and procedures
- Implement strategies to stay current with emerging trends and periodically update By-Laws and SOPs as required.
- Disclose and investigate all Board member or general membership conflicts or potential conflicts of interests.
- Develop, approve, and administer OFANA's annual budget.

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Responsibilities

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- Implement responsible and sustainable fiscal policies to ensure the Association’s long-term financial solvency.
 - Reconcile bank records, and other financial transactions on a monthly basis and make them available for viewing by all paid up members.
 - Develop and implement policies and procedures to prevent fraud and abuse of OFANA’s funds and property.
 - Inventory all OFANA properties/assets regionally and nationally.
 - File all tax documents in a timely manner to comply with IRS regulations that relate to 501c entities.
 - Comply with applicable regulatory statues within regional host states.
 - Conduct independent, external audits as outlined in the By-Laws.
 - Secure and archive all relevant records for at least three years.
 - Conduct peer reviews of all OFANA activities to ensure compliance by all regions
 - Ensure all officers affirm their allegiance and willingness to serve OFANA and to execute its mandate efficiently and professionally.
 - Advocate for Ole Farmers throughout the North America and Jamaica
 - Advocate for the beneficiary college, CASE, and its graduates inclusive of financial support to the College and mentorship to current students and graduates.
 - Foster communication and support between membership and the beneficiary college—CASE
 - Engage in strategic alliance with other organizations including, but not limited to, the CASE Alumni Association, and Union of Jamaican Alumni Association (UJAA).
 - Collaborate with other bodies to foster the growth of CASE and OFANA including the Jamaica Agricultural Society (JAS), the 4-H Club, the Ministries of Education and Agriculture and other groups within the Diaspora.

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Procedures

Monthly Board Meetings: In order to fulfill its obligations, the Board shall meet monthly to conduct OFANA business. These meetings shall be chaired by the President or his/her designee. The Treasurer or the Assistant Treasurer will present electronic documentation of financial transactions for the month and a summary of OFANA current financial status during the meetings. The Regional Vice Presidents will report to the Board on developments within their Region, and shall report back to their Region on Board discussions that are germane to their Region. At these meetings the Chairperson will update the Board on ongoing projects, events, issues, etc.; he/she may also choose to introduce upcoming ones.

The Board may choose to stand-up ad hoc committees charged with accomplishing a specific tasks. For example, committees may be setup to develop or revise the By-Laws or the SOPs, to formulate strategies to amass resources to fulfill a request from the College, to investigate and render a decision on a conflict or potential conflict of interest within OFANA, to develop the details for implementing the five-year Strategic Plan, or to deal with an emergency. Committees will meet at mutually agreeable times to accomplish their objective(s). They will report progress at monthly Board meetings. Upon completion of a task, a committee shall present its summary findings to the Board in electronic format. All committees and their finding shall be presented at the subsequent Annual General Meeting (AGM) for final ratification by the membership. At which point, the Board shall dissolve the committee.

One special committee that the Board will setup every two years is the OFANA Nomination and Election of Officers committee. This committee will oversee the nomination and election of a succeeding board following the protocol and procedures developed in the OFANA Nomination and Election of Officers SOP.

The Secretary or the Assistant Secretary will capture the monthly discussions in the Minutes. The Minutes shall be circulated to the Board in electronic format at least a week prior to the subsequent meeting. The Minutes will be discussed by the Board at the subsequent meeting, and corrections made if necessary. After which, the Minutes shall be ratified by the Board and made available for archiving.

Special Meetings: As outlined in the By-Laws, special meetings of members may be called by the President or by a majority of the Board. A special meeting may be called to address and develop approaches to deal with a perceived or real threat to OFANA, the Board, or the College. The By-Laws outlines a procedure for conducting special meetings.

Annual General Meetings: At the AGM, all decisions made by the Board in the preceding year must be presented to the Membership for ratification by a plural majority. Additionally new business and or plans by the Board are also presented to the Membership for discussion and ratification. All committees formed during the previous year and their finding shall be presented at the AGM for final ratification by a plural majority of the membership. The By-Laws outlines a procedure for conducting the AGM.

The OFANA Website: The Website is the official repository of all OFANA official documents and records: the By-Laws, SOPs, asset inventories, records of financial transaction, membership resources, etc. Paid-up members are able to access all information on the Website.

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