

Board Meetings & Governance

Regular Board Meetings

Meetings: third Tuesday of each month at 4 p.m. via Zoom

The board may occasionally schedule additional or special meetings when needed. During summer months we will have executive board meetings. At these meetings only officers of the board are required to attend, it is optional for all the directors.

Board Make-up and Quorum

OFEA has a **nine-member board** (4 officers and 5 directors), and **five board members are required to establish a quorum**. A quorum is necessary for the board to conduct official business and take formal action. OFEA officers include the President, Vice-President, Secretary, and Treasurer. OFEA Board of Director terms run from April 1 through March 31 and are for three years. Board elections are held during the Annual Business Meeting at the annual conference. Following the election, the Board of Directors meets to select its officers for the upcoming year. Officers are selected by the board and are responsible for providing leadership and guidance to the organization throughout their term.

Agendas & Meeting Materials

The meeting agenda and supporting materials are generally sent to board members **the week before each meeting**. Board members are encouraged to review the materials before the meeting and come prepared with any questions or information they would like to discuss.

If you have an item you'd like the board to discuss, please reach out to the Board President or OFEA staff in advance so it can be added to the appropriate meeting agenda.

Zoom Information

OFEA has a recurring Zoom meeting for regular board meetings. An Outlook calendar invitation with the meeting information will be sent to board members.

Please use the Zoom link included in the calendar invitation to join each meeting. If you have trouble accessing the meeting or need the link resent, contact Jill Ingalls at jill@oregonfestivals.org or Ashley Christie at members@oregonfestivals.org.

A Note About Participation

You don't need to have all the answers to be a good board member. Ask questions, share what you're seeing in your community or organization, bring ideas to the table, and speak up when you see an opportunity for OFEA to do more. Your experience and perspective are one of the reasons you're on the board.