



Board Member Roles and Responsibilities

Board Members Must:

- be residents of Orange County;
- support the organization's mission, vision and goals; and have a demonstrated interest and commitment to historic preservation;
- donate their time and expertise to the board by attending monthly board meetings, working on tasks of the board or of a committee, and participating in events;
- maintain a current annual membership at any level;
- ensure adequate financial resources are available to the organization; and
- read and understand the organization's bylaws.

Skills and Experience Needed

As a whole, the Board of Directors of Preserve Orange County should have skills and experience in the following areas:

- local politics and community affairs;
- city planning and environmental review;
- preservation architecture and design;
- architectural history and/or history;
- historic resources practice, conservation, and/or management;
- land use and environmental law;
- real estate and property development;
- fundraising and donor development;
- marketing and communications;
- academic research and writing;
- event planning and execution;
- networking and community outreach;
- board governance; and,
- financial management.

Board Jobs

In addition to the Executive, which is made up of the Chair, Secretary and Treasurer, sub-committees are established from time to time to address specific needs such as events and annual planning. Generally, the work of the board and board members falls into the following categories:

Advocacy (city liaison, action preparation, community engagement)

Events (deliver workshops and tours; organize awards events, annual meeting)

Fundraising (donor engagement; large gifts, sponsorships)

Membership Communication

Community Outreach (represent POC at community events; networking)

Research and Writing (tour materials, newsletter content, etc.)

Meetings

The board currently meets nine to ten times per year on the first Sunday of the month, for approximately three hours. (July and September are usually meeting-free.) Usual start time is 2 pm and the location varies from private homes to virtual meetings on Zoom. Board members who are out of town may join the meeting remotely by video or telephone conference. Special meetings of the board arise from time to time to address advocacy issues, usually by phone or video chat. Board members are expected to attend all board meetings.