Friends of Stone Laboratory Board Member Agreement

1. Purpose

The purpose of this document is to define the function, role, and duties of board members of the Friends of Stone Lab (FOSL).

2. Membership

The FOSL board will be composed of between 7-13 members recommended by FOSL’s Past President (Chair of Nominating and Awards Committee) and voted on by current FOSL membership (simple majority).

Each appointment is for a period of two years, with approximately half of FOSL board membership rotating every year. Appointments are renewable, with no term limit.

Members are appointed on an individual basis, rather than as representatives of an agency/institution, and representation by alternate members will not be allowed.

The FOSL board will be chaired by the President of FOSL. The President of FOSL reserves the right to terminate an individual’s appointment to the FOSL board should the member prove unable to serve on a regular basis (See bylaws; Article V, Section 5).

Criteria for the selection of members should include any or all of the following: (1) knowledge relevant to the mission of Ohio State University’s Stone Laboratory and the Ohio Sea Grant Program (SL/OHSG), (2) a vested interest in the processes and outcomes of successful research, extension and education programs, and (3) visibility and recognition by Lake Erie stakeholders. Members should have the ability to foster connections between SL/OHSG and Lake Erie stakeholders. The membership will reflect the diversity of SL/OHSG stakeholders, including those currently well-served and those not currently served by SL/OHSG programs and activities. Efforts will be made to achieve gender and ethnic diversity.

While membership to the FOSL board will not be remunerated, SL/OHSG may cover reasonable associated expenses such as travel costs when necessary.

3. Role

The FOSL board will serve as an advisory body to SL/OHSG and will work with the Director to enhance the program’s mission by performing the following functions:
**Visibility:** The FOSL board will work with SL/OHSG and its associated programs to promote visibility of the program at the university, local, state, regional and national levels.

**Fund raising:** The FOSL board will strive to increase funding for SL/OHSG from federal, state and private sources.

**Relevance:** The FOSL board, through its connections with a broad range of stakeholders, will assure that SL/OHSG activities are relevant to real-world problems and priorities on a local, regional, national and/or international scale.

**Strategic Growth:** The FOSL board will, as appropriate, help SL/OHSG build new partnerships.

**Advice:** The FOSL board will advise SL/OHSG by recommending general program direction including strategic planning and general program funding.

4. **Administrative Provisions**

The FOSL board will coordinate through SL/OHSG’s FOSL liaison. In addition, the Director will strive to keep FOSL board members apprised of significant activities affecting SL/OHSG or significant steps taken by the program between meetings via email.

5. **Annual meetings, committees, and task teams**

The full FOSL board will meet four times annually in order to provide timely input to SL/OHSG leadership. “Task teams” should be established by the FOSL board to address particular problems/issues or to meet short-term goals. “Task teams” are to function as ad hoc committees and should have a lifespan. Much of the FOSL board work should be accomplished by established committees and “task teams” outside of regular annual meetings. Annual meetings should function as updates to SL/OHSG leadership, including updates from committees and task teams, and an opportunity to identify needs and to establish new task teams.

6. **Conflict of interest (COI)**

The FOSL board shall be sensitive to issues that could result in a conflict of interest or the appearance of conflict of interest. Individuals currently funded by SL/OHSG will be ineligible to serve on the AB. AB members will not be eligible for SL/OHSG funding for a period of two years after the end of the AB appointment. In general, no board appointment shall result in direct significant personal gain for the appointee, his/her direct family, or company, agency, or institution. FOSL Board member must also annually complete the Friends of Stone Laboratory Board Member Conflict of Interest form.
Friends of Stone Laboratory Board Membership Signature Page

As Member of the Friends of Stone Lab Board, in signing this page, I understand the purpose of FOSL and membership as outlined. Additionally, understand the role, administrative provisions, and regular meeting requirements. Further, by signing I acknowledge that my appointment does not constitute a conflict of interest.

FOSL Member’s Name (Printed): ________________________________
FOSL member’s Signature: ________________________________
Date: __________

FOSL President’s Name (Printed): ________________________________
FOSL President’s Signature: ________________________________
Date: __________

Director’s Name (Printed): ________________________________
Director’s Signature: ________________________________
Date: __________

Term Start Date: _________________ Term End Date: _________________