

Position Description

Ohio Grandparent Kinship Coalition

Co-President

Functions:

The two co-presidents, one representing kinship caregivers and the other representing an agency serving kinship caregivers, are responsible for overseeing all aspects of Ohio Grandparent Kinship Coalition (OGKC) including the development, coordination and implementation of all OGKC programs and policies according to the direction set forth in the mission statement. Co-presidents report directly to the organization's Board of directors but receive their direction not only from the Board but also from the overall organization membership.

The Co-Presidents have the following duties/responsibilities:

- Determine the dates, times, location and agendas for each meeting.
- Coordinate minutes review and mailings with the designated secretary.
- Conduct all regularly scheduled meetings.
- Establish and oversee any ad hoc committees.
- Shall work with the Treasurer as defined in that job description.
- Shall designate or sign all contracts and obligations to be entered into by OGKC.
- Respond to requests for assistance or information from members or outside organizations.
- Be available for presentations or providing information for events within or outside of Ohio that will further the organization or assist kinship caregivers.
- Serve on boards, committees, or attend other functions that further the purpose of the organization or assist kinship caregivers.
- Coordinate the contents of the Second Generation newsletter with the editor.
- Contribute a "President's Column" to each issue of the Second Generation newsletter.
- Establish priorities and goals for the organization to be presented to the membership for input at the first meeting of their term.
- Develop a written report to be presented to the general membership at the last meeting of their term and presented to the Board of Directors.
- Work cooperatively with the other co-president in accomplishing the above responsibilities.
- Carry out other duties as they may arise.

Required Term: Two calendar years. If members of the subcommittee and/or OGKC report concerns regarding officers, a grievance report is submitted to the OGKC Board. Board evaluates and determines will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Co-Vice President

Functions:

The Co-Vice Presidents will recruit members of the OGKC to become a volunteer member or subcommittee chairperson. Co-Vice Presidents will prepare to become the co-Presidents of OGKC by observing the duties and responsibilities of the current Co-Presidents.

The Co-Vice Presidents shall have the following responsibilities/duties:

- Recruit, establish and maintain chairpersons of each subcommittee.
- Correspond with chairman of each subcommittee through e-mail correspondence, in-person, telephone, etc. Track and record meetings and keep in a subcommittee log.
- Report updates to the OGKC Co-President and introduce chairperson at the quarterly OGKC meetings.
- Attend other meetings/presentations/trainings as requested and/or on an as needed basis.
- Contribute a Co-Vice President's column to each issue of the Second Generation newsletter.
- Give presentations and attend public awareness events.
- Work cooperatively with the other Co-Vice President in accomplishing the above duties.
- Carry out other duties as they may arise.

Required Term: Two calendar years. Will continue another two year term holding the position of Co-President.

If members of the subcommittee and/or OGKC report concerns regarding officers, a grievance report is submitted to the OGKC Board. Board evaluates and determinations will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Treasurer

Functions:

The Treasurer shall supervise the administration of the finances of the non-profit organization, issue financial statements as directed by the Board and perform any other duties as may be assigned by the Co-Presidents or the Board of Directors.

The Treasurer shall have the following responsibilities/duties:

- Review all monies payable to the OGKC and shall issue receipts as needed.
- Pay bills as approved by the Board of Directors.
- Ensure that all moneys in the custody of the agency shall be deposited in a bank as approved by the Board of Directors.
- Review all accounts of the OGKC and ensure that proper books or accounts are kept and open for inspection to any member in good standing when properly requested.
- Submit to the Board of Directors an annual budget for approval.
- Report in writing the state of finances of the OGKC whenever so requested by the Board of Directors.
- Be present at the Board of Director's meetings and each meeting give a report showing all receipts and expenditures.
- Ensure the bonding of all money handlers for amount determined by the Board of Directors at their request.
- Submit copy to the Co-Presidents of all correspondence sent and received.
- Call for an audit of the books at the end of each fiscal year.
- File required IRS, State, and local tax forms as required in a timely manner.
- Carry out other duties as they may arise.

Required Term:

Two calendar years. If members of the subcommittee and/or OGKC report concerns regarding officers, a grievance report is submitted to the OGKC Board. Board evaluates and determinations will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Abuse - Chairperson

Functions:

Focus on the abuse issues that children emotionally and/or physically bring with them into a kinship caregiver's home. In addition, focus on the relationship between the kinship caregivers and the parents of the children. Distribute educational materials to caregivers and members of OGKC.

The Chairperson of the Abuse subcommittee shall have the following responsibilities/duties:

- Establish and maintain a subcommittee including member of the OGKC.
- Facilitate meetings with members of the subcommittee through e-mail correspondence, in-person, telephone, etc. Track and record meetings and keep in a subcommittee log.
- Report updates to the OGKC Co-Vice President and present at the quarterly OGKC meetings.
- Attend quarterly OGKC meetings as scheduled. However, if unable to attend, notify Co-Vice President of absence and provide your report to the Co-Vice Presidents for presentation to the membership.
- Attend other meetings/presentations/trainings as requested and/or on an as needed basis.
- Carry out other duties as they may arise.

Required Term:

Two calendar years.

If members of the subcommittee and/or OGKC report concerns regarding a chairperson, officer will follow up with a grievance report to the OGKC Board. Board evaluates and determinations will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Support Groups – Chairperson

Functions:

Identify Statewide Support groups for kinship care givers and the children in their care.

List all identified support groups for the purpose of educating social service agencies and kinship care givers.

The Chairperson of the Support Groups subcommittee shall have the following responsibilities / duties:

- Establish and maintain a subcommittee including member of the OGKC.
- Facilitate meetings with members of the subcommittee through e-mail correspondence, in-person, telephone, etc. Track and record meetings and keep in a subcommittee log.
- Report updates to the OGKC Co-Vice President and present at the quarterly OGKC meetings.
- Attend quarterly OGKC meetings as scheduled. However, if unable to attend, notify Co-Vice- President of absence and provide you report to the Co-Vice-Presidents for presentation to the membership.
- Attend other meetings/presentations/trainings as requested and /or on an as needed basis.
- Maintain a speaker's bureau and fulfill requests for speakers.
- Carry out other duties as they may arise.

Required Term:

Two calendar years.

If members of the subcommittee and/or OGKC report concerns regarding a chairperson, officers will follow up with a grievance report to the OGKC Board. Board evaluates and determinations will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Raising Awareness – Chairperson

Functions:

Identify State resources and services that will be beneficial to kinship caregivers and network with all resources. Educate the community on kinship care issues.

The chairperson of the Raising Awareness subcommittee shall have the following responsibilities/duties:

- Establish and maintain a subcommittee including member of the OGKC.
- Facilitate meetings with members of the subcommittee through e-mail correspondence, in-person, telephone, etc. Track and record meetings and keep in a subcommittee log.
- Report updates to the OGKC Co-Vice President and present at the quarterly OGKC meetings.
- Attend quarterly OGKC meetings as scheduled. However, if unable to attend, notify Co-Vice- President of absence and provide you report to the Co-Vice-Presidents for presentation to the membership.
- Attend other meetings/presentations/trainings as requested and /or on an as needed basis.
- Maintain a speaker's bureau and fulfill requests for speakers.
- Carry out other duties as they may arise.

Required Term:

Two calendar years.

If members of the subcommittee and/or OGKC report concerns regarding a chairperson, officers will follow up with a grievance report to the OGKC Board. Board evaluates and determinations will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Legal/Legislative - Chairperson

Functions:

Obtain information regarding legal or legislative updates relating to kinship care issues and/or topics. Educate state representatives, legislators, senators and other political leaders on related kinship care issues.

The Chairperson of the Legal/Legislative subcommittee shall have the following responsibilities/duties:

- Establish and maintain a subcommittee including member of the OGKC.
- Facilitate meetings with members of the subcommittee through e-mail correspondence, in-person, telephone, etc. Track and record meetings and keep in a subcommittee log.
- Report updates to the OGKC Co-Vice President and present at the quarterly OGKC meetings.
- Attend quarterly OGKC meetings as scheduled. However, if unable to attend, notify Co-Vice- President of absence and provide you report to the Co-Vice-Presidents for presentation to the membership.
- Attend other meetings/presentations/trainings as requested and /or on an as needed basis.
- Maintain a speaker's bureau and fulfill requests for speakers.
- Carry out other duties as they may arise.

Required Term:

If members of the subcommittee and/or OGKC report concerns regarding a chairperson, officers will follow up with a grievance report to the OGKC Board. Board evaluates and determinations will be presented.

Position Description
Ohio Grandparent Kinship Coalition
Financial and Other Resources - Chairperson

Functions:

Identify statewide resources and financial assistance that are available to kinship caregivers. Distribute educational materials to caregivers and members of OGKC.

The Chairperson of the Financial and other Resources subcommittee shall have the following responsibilities/duties:

- Establish and maintain a subcommittee including member of the OGKC.
- Facilitate meetings with members of the subcommittee through e-mail correspondence, in-person, telephone, etc. Track and record meetings and keep in a subcommittee log.
- Report updates to the OGKC Co-Vice President and present at the quarterly OGKC meetings.
- Attend quarterly OGKC meetings as scheduled. However, if unable to attend, notify Co-Vice- President of absence and provide you report to the Co-Vice-Presidents for presentation to the membership.
- Attend other meetings/presentations/trainings as requested and /or on an as needed basis.
- Maintain a speaker's bureau and fulfill requests for speakers.
- Carry out other duties as they may arise.

Required Term:

Two calendar years.

If members of the subcommittee and/or OGKC report concerns regarding a chairperson, officers will follow up with a grievance report to the OGKC Board. Board evaluates and determinations will be presented.