

Proposed NAO-Related Board Motions

Set #1: Bylaws Change

1. That Article V11, number 5 of the current OCF Bylaws last amended November 7, 2016, **be changed from:**

The Board shall appoint such employees, coordinators and other personnel as may be necessary to oversee the operation and planning of the activities of the Fair. Coordinators need not be directors. Coordinators may be removed by the Board with or without cause.

to

The board shall appoint an employee or employees who shall be the lead professional(s) of the Oregon Country Fair and who will be responsible for all operations of the year-round organization. The Board will hire, evaluate, decide on salary increases and, if necessary, terminate the contract with such professional(s).*

Set #2: Coordinators

1. The Board accepts the NAO consultant Mary Miller's recommendations under #10 of her Final Report dated September, 2016 concerning coordinators as a starting point for change and directs Operations to work with coordinators to refine and implement the recommendations with the objective of forming the proposed Coordinator Resource Groups no later than January 31, 2019.
2. The Board transfers coordinator appointment approval and dismissal authority to the management team effective no later than March 31, 2019 or when an Executive Director is hired - whichever comes first.

Set #3: Executive Director

1. That the Board approves the proposed Executive Director job description.
2. That an ad hoc Committee of the Board called the Executive Director Search Committee be established with the following members:
 - a. the President of the Oregon Country Fair

- b. four members of the Board of Directors
 - c. one Back-Up Manager selected from those expressing in writing an interest,
 - d. two non-Board crew coordinators selected from those expressing in writing an interest,
 - e. and two other Oregon Country Fair members who preferably have nonprofit management Executive Director or senior management experience or an Officer of the Board selected from those expressing in writing an interest.
3. That the Board calls for interested persons who meet the above qualifications to submit letters of interest listing their experience and qualifications to be on the Executive Director Search Committee to the Board by November 1st, 2018. Such letters should be emailed to office@oregoncountryfair.org, or sent via US mail or delivered in person to the Oregon Country Fair office at 442 Lawrence Street, Eugene, OR 97401. Notice of these procedures are to be posted on the dot net site and submitted to the Fair Family News.
 4. That this ad hoc Executive Director Search Committee is charged with conducting an Executive Director search and recommending, in order of preference, up to three qualified candidates for hire to the Board of Directors in early 2019.
 5. That the hiring, performance evaluation, and termination of paid staff be transferred to the Executive Director, effective within two months of the hire of such Executive Director. In the interim, if the Board chooses to proceed with a hire, the Board will form an ad hoc hire committee with no more than eight paid staff and members who have experience and knowledge in the area for which the staff member is being hired.

Set #4: Personnel Policies Committee

1. That the Personnel Committee be renamed the Personnel Policies Committee and repurposed to develop and recommend policies to the Board that relate to paid personnel,
2. That the existing Personnel Committee work to separate the existing Personnel Policies and Procedures Manual and planned updates into a section containing policies and a section containing procedures.

3. That the existing Personnel Committee consider what changes to committee composition and procedures might be appropriate and to submit recommendations to the Board in January 2019.

Set #5: Human Resources Consultant

1. That the Oregon Country Fair secure the services of an outside Human Resources consultant to advise and assist as necessary in personnel matters including hiring of employees and to advise on employment law. This HR professional shall always be consulted when there are serious employment issues and when consideration is being given to terminating the employment of a regular employee.

Set #6: Backup Managers

1. The Board accepts the NAO recommendations concerning Backup Managers (BUMs) as a starting point for change and directs the Operations Manager to work with BUMS, coordinators, and paid staff to refine and implement the recommendations.
2. Written BUM job description(s) shall be developed by the management team by December 31, 2018 in a process that incorporates the advice of the Board and other stakeholders. At such time as an Executive Director is hired, responsibility for ensuring that the job description(s) are kept current shall fall jointly to the Executive Director and Operations Manager
3. Written procedures for BUM appointment, performance review, and removal shall be developed the management team by January 31, 2019 in a process that incorporates the advice of the Board and other stakeholders. At such time as an Executive Director is hired, responsibility for ensuring that those procedures are kept current shall fall jointly to the Executive Director and Operations Manager.