

Cameron County Children's Advocacy Centers, Inc. Board Members Job Description

GENERAL BOARD OBLIGATIONS:

- To secure, safeguard and judiciously manage all funds
- To hire and evaluate the Executive Director
- To establish and support programs/services adequate to meet the organization's stated mission
- To support the purposes and objectives of the organization
- To define the future goals/plans for the organization

TERM OF POSITION:

- Three years

BOARD MEMBER ATTENDANCE REQUIREMENTS:

- To attend Board orientation
- To regularly attend all board meetings
- To actively serve on a minimum of one Standing Committee
- To fully participate in board and committee meetings
- To participate on any ad hoc committees as needed
- To willingly serve as an officer or leadership position as needed

OTHER EXPECTATIONS AND RESPONSIBILITIES:

- To contribute skills, expertise and knowledge to the board and assigned committees
- To be familiar with the organization's programs/services, bylaws, and the Board's legal responsibility as the corporation's governing body
- To personally make a financial contribution to the organization each year
- To actively assist the organization in its fundraising activities and make appropriate contacts on behalf of the organization
- To represent the organization in the communities in which Board members live and work
- To promote the decisions of the Board
- To review and approve annual budget
- To identify prospective Board members and submit the names of those individuals to the Nominating Committee

Cameron County Children's Advocacy Center, Inc. Commitment to Serve

Recognizing the importance of the responsibility, I accept in serving as a member of the Board of Directors of Cameron County Children's Advocacy Centers, Inc., I do hereby declare and affirm my willingness to assume and fulfill the responsibilities of a board member, as summarized below:

ATTENDANCE:

Attend monthly board meetings.

If I agree to assume an officer position, I understand there may be additional meetings, which I will need to attend.

I understand that three consecutive absences (i.e., failure to notify the agency in advance) will be addressed with a letter of concern from the Board President. If after notification there is no written response to the letter, the lack of response shall be regarded as automatic resignation.

I also agree to contribute to discussions at meetings, having read the background material provided in advance, and to contribute individual skills and resources.

POLICY:

To consider, approve and support management policies that promote and enhance the mission of the Cameron County Children's Advocacy Centers, Inc.

PUBLIC RELATIONS:

To report to, and represent, Cameron County Children's Advocacy Centers, Inc. in a positive manner to those individuals, businesses, organizations, agencies, etc. in my personal and professional circles of contact and influence.

To declare any potential conflicts of interest and to refrain from voting on such issues.

FUND DEVELOPMENT:

To make a personal contribution to the organization in keeping with my ability to contribute.

To act, when requested, as a liaison with those individuals, businesses, agencies, organizations, etc. in my personal and professional circles of contact and to solicit them for donations.

ADVISORY:

To serve as an advisor on at least one Board committee:

(Check the committee on which you wish to serve for the coming year):

_____ Finance _____ Governance _____ Resource Development

I understand that any expenses associated with attendance at Cameron County Children's Advocacy Centers, Inc. events or meetings are my sole responsibility, unless, prior approval has been given by the Cameron County Children's Advocacy Centers, Inc.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____