***Role of the Board of Directors***

The Board of Directors is legally and morally accountable for the health and effectiveness of Children’s Advocacy Center. The Board ensures that the organization achieves its mission in an ethical, transparent, accountable and prudent manner.

The Board’s job is governance, the ongoing process of due diligence whereby the Board operates as a team to ensure CACs continued strength and effectiveness. The Board shall work in connection with the Executive Director, who provides leadership and assistance which enables the Board to carry out its governance responsibility.

***Qualifications of Board Members***

* Willingness to commit to CAC and actively serve as a champion on its behalf.
* Ability to understand CAC’s objectives, mission, programs, services, structure and policies and willingness to communicate such.
* Knowledge and influence within the community.
* Clean criminal background and authorization to verify.
* Understanding of CAC’s need for cultural diversity and willingness to maintain standards required for achievement.

***Board Functions/Scope of Authority***

All of these functions are accomplished as a group during meetings through review of information, strategic questioning, conversation and informed decision making.

* Articulate values and mission; set standards, controls and policies. Ensure that all CAC programs, activities, and operations adhere to these guidelines.
* Ensure CAC is relevant to the community served by monitoring the external environment and evaluating/modifying the vision, direction, and strategies.
* Ensure complete compliance with relevant laws and regulations.
* Define and monitor key areas of performance compared with short- and long-range strategy and plans, assess results and ensure that steps are taken for continuous quality improvement in all areas.
* Ensure financial sustainability and intergenerational equity (resources and assets preserved for future).
* Ensure that adequate risk management is in place (i.e. Safety, security, insurance, data back-up, succession plan for staff & Board members, etc.).
* Define the role and staff the Executive Director’s position. Ensure the effectiveness of management through annual performance evaluation, compensation and benefits, rewards for competence, and if necessary, replacement; without intruding in management’s role and authority.
* Define criteria for Board membership, ensure proper recruiting of candidates, election of members and officers, and ensure proper orientation and development of Board member.
* Define and enforce parameters of the Board’s work including committees and the role and performances of individual members. Annually assess for effectiveness.
* Act as a “think tank” and “sounding board” regarding CAC’s health and effectiveness and external environment without compromising management’s authority.
* Exercise authority as a CAC Board member *only when* functioning in a Board or Committee meetings or as delegated elsewhere.

***Board Service Commitment***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a Director of the Children’s Advocacy Center, hereby pledge to carry out in a diligent and ethical manner the duties and obligations of my role as a Board member.

I agree to actively serve for a three-year term, unless prior arrangements have been made with the Nominating Committee.

I acknowledge that my role as a Board member includes the aforementioned functions as outlined.

**I pledge to:**

* Use my actions and my voice to represent the best interest of CAC, personnel, and the clients served in an ethical, positive and supportive manner at all times.
* Ensure that appropriate policies have been established and management is diligent in its administration and enforcement of all policies.
* Avoid any potential conflict of interest between my position as a Board member and my personal/professional life, refusing to use my Board position for the advantage of my friends or business associates. Declare before the Board any potential conflicts of interest which may occur and refrain from voting on such matters in which a conflict or appearance of conflict exists.
* Keep all CAC information confidential. Not disclose any information about the personnel, or clientele information, including, yet not limited to: the demographic, social, and psychological information, or the services and duration of their provision. Nor divulge financial information, including yet not limited to: salaries, budgets, fundraising strategies or plans, etc., to any unaffiliated party.
* Work with and respect my fellow Board members and leave my personal prejudices and agendas out of discussions. Observe parliamentary procedures and display courteous conduct in all Board or Committee meetings. Support all actions taken by the Board of Directors in a positive manner, even when in a minority position on such actions.
* Participate in the routine functions of the Board, including, yet not limited to: Board and Committee meetings, policy review and approval; financial review and approval; outreach events; strategic planning events; Board self-evaluation programs; development workshops, seminars or other educational events that may expand my capacity as a Board member. Come prepared to fully discuss the issues and business being addressed; having previously read all material provided.
* Ensure adequate knowledge of the financial condition of CAC and its operations through the comprehensive review of monthly reports and annual findings from an independent financial auditor.
* Monitor and support CAC’s fund development program and goals. Ensure that the financial structure of CAC will adequately support its current needs and long-range strategy. Actively participate in fundraising campaigns, programs, activities and provide personal and professional financial resources to the center.
* Keep current and informed on developments and issues related to CAC and its programs while not placing the interest of one program above the interest of another, or above that of the organization. Annually assess the changing environment, organizational strengths and weaknesses, ensure current employee base can substantiate immediate as well as long-range goals. Assist with strategies to be responsive to such changes.
* Refrain from making special requests of the CAC staff or interfering in management of the organization and personnel, except when monitoring results.
* To ensure CAC, is and will remain an outstanding community resource through helpful cultivation of beneficial community relationships and the solicitation of funds.

**If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to resign my position as a Board member/officer.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date