Position Description

Children’s Assessment Center (CAC)

**Board Member**

**Role**: To serve the CAC Board as a voting member; to determine goals, policies, procedures and regulations for the conduct of the agency; to raise funds to finance the agency and its programs; and to monitor agency performance, including finances and programs.

**Attendance at:**

Board meetings (bi-monthly)

Governance, Internal, or External Committee (bi-monthly)

**Responsibilities & Powers of the Board of Directors:**

* Set mission and goals of the agency.
* Establish policies for administering the program and services which are in harmony with the purpose and mission of the agency.
* Develop and implement a strategic plan.
* Ensure that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
* Secure funds required for current expenses through active participation in funding efforts.
* Ensure standards of accreditation are met.
* Hire, evaluate and supervise the Executive Director.
* Ensure that the property of the agency is maintained in a reasonable state of repair.
* Assume board leadership responsibilities as requested and as possible (such as, committee chairperson, elected officer, etc.)
* Represent the agency at community events, with other organizations, and with private individuals. Promote the agency in a positive manner.
* Be informed about the needs of the community, society and agency constituents.
* Make decisions and take actions based on the principles of reasonable prudence and acting in good faith, with the well being of the agency always of paramount importance.
* Contribute skills, knowledge, and experience as needed.
* Avoid any conflict of interest.