**CAC Chapter Board Member Job Description**

Reviewed and approved by the Board of Directors on 00.00.0000

CHAPTER BOARD MEMBER JOB DESCRIPTION

**Summary:** The Chapter Board of Directors is a governing board made up of individuals that govern the organization and ensure its resources are invested in activities that align with and support the core mission of the child advocacy center model and to ensure effective, comprehensive services for all child victims and their families throughout the state.   
The Board ensures that the Chapter fulfills its mission in a legal, ethical, fiscally appropriate manner, Following accreditation standards, state nonprofit corporation requirements, IRS 501(c) (3) mandates, other statutes and authoritative laws.

**Board of Director’s Commitment:**   
Establish and Maintain focus on the mission

Develop, Share and Communicate the vision

Protect and Provide for organizational and financial security

Ensure Programmatic and Organizational stability

Establish and Implement plans to guide the course for the future

**Board of Director’s General Responsibilities:**   
Represent the organization statewide and within the Board Member’s community   
Be familiar with the organization’s programs/services, bylaws and the Board’s legal responsibility as the corporation’s governing body  
Ensure all affairs of the Chapter are conducted in compliance with federal, state and local laws  
Establish and implement policies for the administration and operation of the Chapter  
Ensure the Chapter is able to carry out the goals and objectives established in its strategic plan  
Hire, direct and evaluate the Executive Director  
Assist in fundraising for the Chapter  
Review and approve annual budget and annual independent audit  
Perform any and all other duties consistent with the purpose and mission of the Chapter as needed

**Term of Position for Non-Child Advocacy Center Board Members:**   
3 year staggered terms

**Board Member Attendance Requirements:**   
Attend Board orientation and ongoing Board Development opportunities; Regularly attend monthly/quarterly board meetings; Fully participate in Board meetings and actively serve on at least one Board Committee; Willingly serve in an officer or leadership position if asked.

**Board Member Contribution Expectation:**

Give and/or get a level of contribution (cash or in-kind) to be determined by each Board member for purposes of supporting Chapter operations. A contribution of “talent or treasure” will be made each year of Board Service.  The Board president will work with each Board member to ensure this expectation is met.

**Back Ground Check Requirement:**  
Board members will undergo background checks to serve on the Chapter Board of Directors, after being accepted as a Board member and before Board service begins.