



Board Member Job Description

Newaygo County PCA for the Prevention of Child Abuse and Neglect
(PCA)

Position

Board Member—**Newaygo County Council for the Prevention of Child Abuse and Neglect**

Primary Function

The role of a Board Member of the PCA is primarily to develop policies that will govern and ensure the organization is run effectively, legally, ethically and financially strong, and to promote the mission of the PCA:

The mission of Newaygo County Prevention of Child Abuse and Neglect (PCA) is to strengthen families and prevent child abuse and neglect.

Duties and Responsibilities

- Know the mission, purpose, goals, policies, programs, services, strengths and needs.
- Demonstrate knowledge and support for the MI Children's Trust Fund.
- Attend regularly scheduled monthly meetings as well as special meetings as indicated..
- Establish sound and ethical policies for board and staff.
- Participate in determining and monitoring the organization's programs and services.
- Actively participate in the Board's strategic planning process including related quarterly reviews and annual revisions.
- Make decisions based upon sound due diligence and not from biased opinions and judgments of select individuals/groups.
- Follow established organizational policies and procedures at all times for one's self and others within the organization.
- Prepare for and participate in 70% committee meetings, and 30% organizational activities.
- Maintain confidentiality of the Board's sessions as applicable.
- Read and understand the financial statements and assist in making decisions that will help the board fulfill its fiduciary responsibilities and manage its resources effectively.
- Willingness to support Mission through fundraising, building partnerships, building visibility and/or building service delivery capacity.
- Donate or raise funds for the annual financial campaign(s).
- Actively promote its programs throughout Newaygo County.
- Share with the Board Chair/CEO any applicable programming, fund development or community networking information.
- Suggest possible nominees to the Board for future positions.



Qualifications

- Completion of all application and background check information, with clearing/passing all background checks.
- Knowledge of, have an active public voice and be influential in Newaygo County.
- Expertise in an area of interest that can support PCA programs and services.
- Ability to participate regularly in Board/Committee meetings.
- Leadership skills, including planning, monitoring and evaluating the chapter's programs and services, and public speaking.

Term of Service

Each officer shall hold office for one-year term, with the possibility of renewal for a second one-year term. An officer may resign at any time by providing written notice to the corporation. Regular Board members are elected to unlimited terms of service subject to duties and responsibilities outlined in the bylaws.

Personal Development, Benefits and Opportunities

- Serving the community as a valued member of an organization that impacts the lives of children and families.
- Following trends in the organization's field of interest (child abuse prevention, intervention and advocacy).
- PCA training, conferences.

Code of Ethics

- Represent the interest of all people served by the PCA, and not favor special interests inside or outside of this PCA.
- Not use my Board service for any personal advantage, including but not limited to business, friends or supporters.
- Keep confidential information confidential.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.
- Focus efforts on the mission of the PCA and not on personal goals.
- Never exercise authority as a Board member over the organization except when participating in a meeting with the full Board, or as delegated by the Board.

I understand the responsibilities and obligations expected of me as a member of Newaygo County PCA for the Prevention of Child Abuse and Neglect Board of Directors. During my term, I will actively and responsibly represent the PCA in the community and to the best of my ability fulfill my obligations as a Board Member.

Signature

Date