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Board Member Job Description

Name of Local Council _____
City _____

Position

Board Member—Insert Full Name of Local Council

Primary Function

The role of a Board Member of the Name of Local Council 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 council: Insert the Local Council's mission statement.

Duties and Responsibilities

- Know the CAN Council's mission, purpose, goals, policies, programs, services, strengths and needs.
- Demonstrate support for the MI Children's Trust Fund.
- Attend regularly scheduled bi-monthly meetings as well as special meetings as indicated.
- Actively participate in discussions and decision-making processes about council policy.
- 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.
- Participate in at least Insert number standing or ad hoc committee and attend Insert number or percent or other expectations planned meetings of such named committee.
- Maintain confidentiality of the Board's sessions as applicable.
- Read and understand the council's financial statements and assist in making decisions that will help the board fulfill its fiduciary responsibilities and manage its resources effectively.
- Agree to actively support CAN Council fund raising endeavors including but not limited to: List of specific expectations (e.g. selling tickets for a specific event).
- Donate or raise funds for the CAN Council's annual financial campaign(s).
- Actively promote the CAN Council and its programs throughout Name of County(ies) county(ies).
- Bring a sense of humor to the board's deliberation.
- Share with the Board President/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 Name of County(ies) County(ies).

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- Willingness to support CAN Council's Mission through fundraising, building partnerships, building visibility and/or building service delivery capacity.
- Expertise in an area of interest that can support CAN Council 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

Board members are elected to a **Insert Number**-year term; after a review of the board member's performance and of the chapter and board needs. A board member may be re-re-elected for another consecutive three year term.

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).
- CAN Council training, conferences.

Code of Ethics

- Represent the interest of all people served by the Council, and not favor special interests inside or outside of this Council.
- 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 my efforts on the mission of the CAN Council and not on my 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 **Name of Local Council** Board of Directors. During my term, I will actively and responsibly represent the CAN Council in the community and to the best of my ability fulfill my obligations as a Board Member.

Print name

Signature

Date

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