



ISPCAN BOARD OF DIRECTORS: Job Description

Basic Function:

The Board of Directors serves to fulfill the mission of the International Society for the Prevention of Child Abuse and Neglect (ISPCAN). Members have a moral and legal responsibility to provide governance and leadership to the organization.

Expected Commitment:

- Board members are appointed for up to **four years** for a maximum total 8 year term.
- Know ISPCAN's mission, policies, programs, strengths, and needs and be an advocate for the organization
- Represent the ISPCAN to the international public and represent ISPCAN at meetings within your region to network with other key organizations and recruit members
- Actively vote, participate, provide independent thoughts, strategy and research to develop ISPCAN as requested in a timely manner
- Serve on at least one committee (committee responsibilities to be decided annually and entered in letter of commitment)
- Be available to mentor ISPCAN staff members
- Contribute an average of 4-8 hours of service to the ISPCAN per month
- Actively participate in fund-raising strategies to ensure that adequate funds are raised to support the ISPCAN's programs
- Annual expected minimum contribution to be stipulated in their annual pledge forms due before the annual budget is created.
- Regularly attend fundraising and community events or lead member networking events
- Contribute to core needs as outlined in the program/committee needs, provide in kind services and be a vocal advocate for the best interests of ISPCAN
- Promote ISPCAN events and membership via social media or through your networks

Key Responsibilities:

- Understand and support the purpose of ISPCAN
- Participate in long-range planning
- Delegate responsibility for implementation
- Safeguard assets and ensure on-going viability of organization
- Monitor and evaluate ISPCAN's achievement of plans and goals
- Provide accountability to stakeholders

Qualifications:

- Demonstrated interest in the ISPCAN's mission, core values and goals
- Possesses values congruent with ISPCAN's mission and core values
- Possesses integrity and business ethics
- Possesses strength of character and good judgment



ISPCAN BOARD OF DIRECTORS: Job Description

- Ability and willingness to devote sufficient time to board duties
- Experience and/or knowledge in at least one area: budget & finance, business management, building/construction professionals, community development, faith groups, family services, fundraising, child welfare, law, local government, marketing, public relations, social work, law enforcement, retail business or other relevant area.
- Community, business and/or faith group connections
- Willingness to represent and actively promote ISPCAN's work to the community

Code of Conduct:

- An objective manner is used when deciding all issues
- Abide by ISPCAN's Child Safeguarding Policy, Nepotism and Conflict of Interest policies
- There is a commitment to accountability and allegiance to the Board of Directors as evidenced by:
 - Coming on time and being prepared for meetings
 - Adhering to integrity and honesty with discussions
 - Keeping all discussions within meetings in confidence
 - Promoting harmony and productivity through collaborative conflict management
 - Maintaining professionalism and mutual respect for all members of the team
 - Failure to abide by the code of conduct will result in dismissal from the Board

Accountability:

- Sign a letter of Commitment annually to provide executive director and the organization a clear financial and in-kind contributions that can be expected each year for budget and planning purposes
- All Board members must be active contributors with committee and board contributions
 - Nonparticipation and absences for 2 consecutive Board or committee meetings could result in dismissal from the Board
 - Not actively contributing to ISPCAN in the ways outlined in the committee requirements could result in dismissal from the Board
- Failure to abide by the Code of Conduct, child safeguarding, conflict of interest policies or other failures in participation, contributory, or attendance requirements is grounds for immediate removal.