

Job Responsibilities:

The Board of Directors is the legal authority for ParentChild+ Inc. As a member of the Board, each Director acts in a position of trust for the community and is responsible for the effective governance of the organization. A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, fundraising, programming, executive personnel, and advocacy.

The Board's responsibility to the public is based on three legal precepts:

Duty of Care – A board member is required to exercise reasonable care when making a decision as a steward of the organization. (Be well informed; know and understand the organization's mission, program, and organizational structure; and be prepared for meetings.)

Duty of Loyalty – A board member can never use information obtained as a Director for personal gain but must act in the best interests of the organization. (Avoid actual or perceived conflicts of interest and always put the interest of the organization ahead of individual interest.)

Duty of Compliance – A board member is required to be faithful to the organization's mission and must act in a way consistent with the central goals of the organization. (Know and make sure that the organization acts consistently with its mission and by-laws, and complies with federal, state, and local laws and with reporting regulations.)

General Expectations:

- Know and be able to articulate ParentChild+'s mission, purposes, goals, policies, programs, strengths, and needs.
- Take responsibility for shaping the vision and strategic direction of ParentChild+ in concert with other directors and the staff.
- Serve in leadership positions or undertake special assignments when asked.
- Assist in identifying and recruiting new board members who meet the needs and criteria established by the Board.
- Identify prospective members for state/regional advisory councils.

- Follow trends in ParentChild+'s fields of interest.
- Participate in ongoing training and engagement initiatives including program site visits, Board retreats, classes and workshops, and the mentorship of new board members.
- Each board member shall set annual/term goals that will include their board meeting participation, committee service, outreach and "door opening" activities, cultivation events, annual giving, and other initiatives that utilize the skills and expertise they bring to the Board.

Legal and Fiduciary Responsibilities:

- Monitor all Board policies to ascertain that the Board acts consistently and responsibly according to its by-laws and complies with federal, state, and local laws.
- Exercise prudence in the oversight of the control and transfer of funds.
- Faithfully read and understand ParentChild+'s financial statements and otherwise help the Board fulfill its fiduciary responsibility.
- Approve ParentChild+'s annual budget.

Relationship with Staff:

- Participate in the CEO's hiring, oversight, and review, and if necessary, termination.
- Counsel the CEO as appropriate and offer support.
- Avoid asking for special favors of the staff, without prior consultation with the CEO.

Fundraising/Visibility Building:

- Directors will consider ParentChild+ a philanthropic priority and make annual gifts that reflect that priority and their own financial circumstances. In order for ParentChild+ to credibly solicit contributions from foundations, organizations, and individuals, ParentChild+ expects to have 100% of Directors make an annual contribution.
- Directors will participate in and, if possible, solicit sponsorships for, invite others to, and /or provide other support for fundraising events held by the organization, which may include a gala, a golf-event, and/or other fundraising events.

- Board members will advocate for ParentChild+ and support its outreach, visibility-building activities, advocacy, fundraising, and identifying corporate, foundation, and individual support in personally appropriate ways.

Meetings and Time Commitment:

- Prepare for and participate in Board and committee meetings, and other organizational activities.
- Attend a minimum of three out of four board meetings annually, of which a minimum of two should be in-person annually for NY-metro Directors and a minimum of one should be in-person annually for Directors living outside the NY-metro area (and if possible, be in-person for the board meeting designated for the annual retreat). Missing three consecutive meetings may be sufficient cause for the Board to remove a director.
- Serve on a minimum of one committee and be prepared to participate in committee meetings. Board committees meet an average of at least 6 times per year, typically via video conference depending upon the particular work agenda.
- Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are addressed.
- Directors are asked to attend at least two special events per year in New York or at one of ParentChild+'s other locations (in addition to board meetings), including fundraising events, (Gala, golf event, and/or other fundraising events) cultivation events, site visits, the annual conference, state advisory board meetings, and/or others to be determined.

Avoid Conflict of Interest:

- Avoid even the appearance of a conflict of interest and disclose any possible conflicts to the board president in a timely fashion.
- Never accept favors from or gifts offer gifts to anyone who does business with ParentChild+.

Terms:

Directors are elected by the membership at the annual meeting or any meeting of the Board. Directors serve for a three-year, renewable term. Directors may be released at the end of the elected term, by Board determination, resignation, or according to ParentChild+'s by-laws.

Approved at the --/--/23 Board Meeting