Board of Directors

COMMITMENT TO SERVE

I, ____________________________, recognizing the important responsibility I am undertaking in serving as a member of the Board of the Kansas Chapter of Children’s Advocacy Centers (KCCAC), hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Director.

My Role
I acknowledge that my primary role as a Board member is (1) to contribute to the defining of the KCCAC mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of Director and/or Officer as delineated in the By-laws.

My role as a Director will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the employed Chapter Director who is delegated the responsibility of determining the means of implementation.

My Commitment
I will exercise the duties and responsibilities of this office with integrity, collegiality and due care.

I pledge:
♦ To establish as a high priority my attendance at all meetings of the Board, committees and task forces on which I serve, notifying the Chapter Director of my absence whenever anticipated. To recognize that my lack of attendance presents difficulties in remaining informed, reaching consensus and achieving a necessary quorum to conduct business. If my attendance at meetings is less than 50% annually, I will agree to submit my resignation to the Board of Directors so that a replacement can be named as soon as possible.

♦ To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.

♦ To represent the Kansas Chapter of Children’s Advocacy Centers in a positive and supportive manner at all times and in all places, sharing my personal commitment of time and financial resources with others whenever possible and appropriate.

♦ To act in good faith and choose the appropriate course of action that prioritizes the welfare of the organization and the overall wellbeing of the entire network of children’s advocacy centers, rather than any special interest group or local organization.

♦ To avoid conflicts of interest between my position as a board member and my personal and professional life. If such a conflict does arise, I will immediately declare that conflict before the board, and refrain from voting on matters in which I have a conflict.

♦ To refrain from any activity that will jeopardize or undermine the work of the organization or its staff. To fully inform the Chapter Director &/or Board President as soon as reasonably possible of any activity or initiative of which I become aware that may impact the work of the organization and to openly communicate any concerns to the Chapter Director &/or Board President.

♦ To refrain from intruding in administrative issues that are the responsibility of management and staff, except to monitor the results and prohibit methods not in congruity with Board policy.
♦ To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.

♦ To serve on at least one committee or task force, attend all meetings/conference calls, and participate in the accomplishment of its objectives.

♦ To observe the parliamentary procedures outlined in Roberts Rules of Order and display courteous conduct in all board, committee and task force meetings.

♦ To participate in strategic planning retreat(s), board self-evaluation programs, and other events that will enhance my abilities to provide effective governance as a Board member.

♦ To make an annual cash contribution to the agency. This gift will demonstrate my support of the agency mission and to the community as well sources from which the agency is seeking funding.

If, for any reason, I find myself unable to carry out the above duties, I will contact the President of the Board and/or the Chapter Director to discuss my future role with the Kansas Chapter. If satisfactory arrangements cannot be made to accommodate my level of involvement and Chapter needs, I agree to resign my position from the Board. If I am unable to meet my obligations and do not make such arrangements, I understand that the Board may request my resignation and/or take the necessary steps to remove me from membership.

Signature  Date

DISCLOSURE OF CONFLICTS

Board members agree to fully disclose all potential conflicts of interest and to abide by the organization’s by-laws and policies. Conflicts may include but are not limited to:

a. Relation to another board member or staff member by blood, marriage or domestic partnership.

b. A board member or their organization stands to benefit from a KCCAC transaction or staff member of such organization receives payment from KCCAC for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

c. A board member's organization receives grant funding from KCCAC.

d. A board member is a member of the governing board of a contributor to KCCAC.

An interested Board member or staff shall not participate in any discussion or debate of the Board of Directors (or any Board committee or task force) in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion unless objected to by any present board or committee member.

Anyone in a position to make decisions about spending KCCAC’s resources – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions other than as allowed in the by-laws.

_____ I have no conflict of interest to report  ____ I have the following conflict of interest to report:

Date:  ________________