

# JOB DESCRIPTION

## The Counseling Service of Addison County

# Board Member

**This position is:** volunteer

**Purpose of position:** Our Board members are advisors, advocates, and ambassadors. As advisors, they bring their knowledge, lived experiences, skills, and attributes to bear on the work of the organization. As advocates, they publicly support CSAC, its mission, its values, and the communities we serve. As ambassadors, they represent CSAC and cultivate relationships in the community to ensure the organization has what it needs to pursue and achieve its goals. Overall, our Board members help guide the agency to be the strongest possible vehicle to support the needs of our clients.

**Accountable to:** The communities we serve and the mission of CSAC.

### **Requirements:**

- Understand and support the vision and mission of CSAC
- Serve on at least one committee, standing or ad hoc
- Be involved in communication to the community about the work of CSAC and from the community to management to guide the work of CSAC
- Attend board meetings regularly

### **Continuing Responsibilities/Duties:**

- Review and approve general policies of the agency
- Oversee the fiscal management of the agency
- Evaluate the board and Executive Director
- Participate in strategic planning for the agency
- Select and retain the Executive Director
- Oversee maintenance of the legal, corporate existence of the agency
- Support legislative advocacy/political action

## **Qualities**

- **Connection** – It is helpful for a Board member to have a personal connection to the work of CSAC. It is ideal if the Board member has personally been a client of CSAC or received similar services elsewhere, or has a family member that is developmentally delayed or has a chronic mental illness. At a minimum, our Board members have empathy for our client base.
- **Collaboration** – Our Board members work collaboratively with other Board members, the Executive Director, and other members of the Management Team and staff. Multiple view points are welcomed and encouraged.
- **Culture (Vision)** – We are proud of the culture, the vision and the mission of CSAC. Board members must be willing to be a strong protector and advocate to ensure that CSAC values remain central to all we do. Because CSAC is committed to dismantling institutionalized racism and seeking justice for historically disadvantaged groups, Board members are also asked to be willing to deepen their understanding of these issues and assist with re-evaluating our practices accordingly.
- **Expertise** – Our Board members bring their knowledge, lived experiences, skills, and attributes to bear on the work of the organization to make the agency strong and viable. Board members take a broad view of the agency and its work that may stretch the Board member beyond the scope of their life experiences.

## **Approximate time required by position:**

Board members serve for three year terms. There are no term limits and a mix of very experienced and newer members is valued on the board. Board members can expect to spend 5-6 hours monthly in board and committee meetings; attend an annual full (or half) day strategic planning session; attend the annual meeting; and volunteer for other activities of the agency and the board. During periods of change or crisis, board members may need to expand these time frames.