



**THE CHILDREN'S ADVOCACY CENTER
OF NORTH AND NORTHWEST COOK COUNTY
640 ILLINOIS BOULEVARD
HOFFMAN ESTATES, ILLINOIS 60169
(847) 885-0100**

BOARD MEMBER JOB PROFILE

Overview

The Board of Directors is responsible for the following:

- 1) Establishing and reviewing the Mission, by-laws, policies, and budget of the CAC
- 2) Formulating and implementing a strategic plan containing goals and objectives delivering on and furthering the Mission of the CAC
- 3) Participating in fund-raising activities and continual development and expansion of the donor network of the CAC to meet the Mission and the goals and objectives of the strategic plan
- 4) Clearly and succinctly communicating the accomplishments, goals, and objectives of the CAC
- 5) Governing compliance with the by-laws, policies and budget of the CAC and all applicable laws while prudently managing risk

Term

Three years, and eligible for an additional three-year term (max 2 consecutive terms)

Personal Accountability & Commitment

Time

- Attend a minimum of 80% of board meetings in-person or by telephone
- Participate in a minimum of one committee
- Recruit one committee, Board or ancillary CAC group member, annually
- Attend a minimum of 80% of fund-raising events

Treasure

- Meet a Give-or-Get goal of \$5,000, annually, with a focus on “Get” but a “Give” component is required

Talent

- Put a minimum of one personal skill or talent into action on behalf of CAC

Meetings

Bi-monthly Board Meetings are held the fourth Friday of the month at 8:00 a.m. at a pre-determined location with remote access option.

Ideal Qualities

- PASSION for the Mission of the CAC. Personal values and beliefs are aligned with where CAC is going, including the commitment to meeting the broader fiduciary obligations of TIME, TREASURE, and TALENT
- LEADERSHIP
 - Hold each other accountable to meet PERSONAL ACCOUNTABILITY & COMMITMENT and ensure appropriate governance of the CAC to meet its legal and ethical responsibilities.
 - Come prepared for all meetings and interactions on behalf of the CAC
 - Willingness to raise the CAC's Mission in personal interactions
- FOCUS
 - Strengthening the CAC is good but a FOCUS on strengthening our community is great
 - Have a vision that links the CAC to the broader non-profit sector to work jointly to serve and transform the entire community
- KNOWLEDGE of the CAC's operations, programs, by-laws, and policies
- EXPERIENCE and skill in one of the following is a plus: management, policy, planning, social service/childcare programs, finance, fund-raising, human resources, information systems, marketing public relations, health care or legal.
- DIVERSITY
 - Willingness to accept different backgrounds, experiences, and viewpoints
- REPRESENT the CAC demonstrating passion, knowledge, and respect at community events and with individuals