



Board Member Job Description 1/18/18

Nonprofit board members have two basic responsibilities—support and governance—each requiring different skills and expertise. In the role of "supporter" board members raise money, bring contacts to the organization, and act as ambassadors to the community. Equally important, the "governance" role involves protection of the public interest, being a fiduciary, selecting the executive director and assessing his/ her performance, ensuring compliance with legal and tax requirements, and evaluating the organization's work.

--<https://www.guidestar.org/rxa/news/articles/2012/board-roles-and-responsibilities.aspx>

The board is the anchor of our organization. Its role is to promote our mission and ensure the financial stability of our organization.

The experience of infidelity is not a condition or component of board membership. Our volunteer board members bring their diverse skills, passions, and interests from the nonprofit and for-profit sectors; they are committed to our mission and to the future of ICN.

Terms and Attendance:

- Board membership is a term of two years and may be renewed; as of this date, there are no term limits.
- Each board member is expected to attend board meetings which are held via teleconference six times per year, 2 hours per meeting. Attendance may be in person or via teleconference. Board meetings are held the second week of Jan, Mar, May, July, Sept, and Nov . Times TBD.
- A board member may miss no more than 2 meetings in a calendar year (Jan-Dec).
- Each board member is expected to contribute to ICN a minimum on average of 1 hour per week in her/his board role. This may include, but not be exclusive to, reading emails and other communications; cultivating prospective donors and volunteers and board members; promoting ICN through ongoing outreach whether online or in person; obtaining in-kind services; event and activity planning; and so forth.

Finance:

- Each board member is expected to make an annual financial contribution to ICN of any size comfortable for her.
- Each board member should be familiar with ICN's financial status: annual budget, approximate expenses and revenues, donor streams.

Responsibilities:

- Each board member is expected to keep current with all information, bylaws, protocols, emails, and other communication relating to ICN.
- New board members are expected to attend the entire session(s) of peer counselor training within one year of their joining the board. This is a weekend long session typically the first or second weekend in September. Exceptions will be made on an individual basis.
- New board members are expected to attend Board member training- 2 hour video/online session to be scheduled with board member input.
- New board members are expected to read and agree to the ICN bylaws and ICN Representation Policy upon acceptance as a board member.
- Board members who live in the SF Bay Area are expected to attend ICN events and activities.

- At the January annual meeting, each board member will present her/his annual milestones including goals, tasks, deliverables, and deadlines. Each board member is accountable for meeting these milestones.
- Each board member is expected to prepare for board meetings by reviewing the relevant material sent by the executive director: agenda; minutes; board packet; financials; etc.

Committees:

- Board members are required to take ownership of an aspect of the board such as fundraising, finance, training, technology, etc.
- Prior to each board meeting, 'owners' will submit to the Board chair a brief update about their recent work, to be included in the board packet.

Fundraising & Ambassadorship:

- Each board member is required to bring a set amount of money in donations to the organization each fiscal year Jan-Dec. This amount will be determined by the board each year and will be approximately \$500. See the Restricted Donor Contract for specific target amounts 2018-2020 depending on total number of board members. This may not be the board member's personal annual donation; the funds must be raised through her personal and professional networks via peer-to-peer fundraising methods, direct solicitation, events, etc.
- Each board member is required to contribute 5 names with emails for the ICN mailing list, each fiscal year Jan-Dec. These names can be donors, or volunteers, or prospective volunteers, or anyone interested in our work in any way.

Per ICN Bylaws Version 11/17/13: The board of directors, by a vote of majority of the directors then in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing as described in Article 7, Section 5 of the bylaws. In addition, failure of the board member to comply with the above responsibilities and expectations will be grounds for removal.

Mission: We help women heal from the pain of infidelity through confidential, one-to-one telephone peer counseling. Our trained volunteer peer counselors are women who have survived infidelity, and they support each client in her personal recovery from this trauma whether her relationship ends or mends.

Infidelity Counseling Network

www.infidelitycounselingnetwork.org

A 501(c)(3) nonprofit organization, founded 2011

P.O. Box 2

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I have read this job description, the ICN Bylaws, and the ICN Representation Policy, and agree to abide by the guidelines and protocols within each document.

Name of new board member _____

Signature _____

Date _____