



**YORK COUNTY CHILDREN'S  
ADVOCACY  
CENTER**

**BOARD MEMBER JOB DESCRIPTION**

**Office:** York County Children's Advocacy Center Board Member  
**Term:** 3 years  
**Reports to:** Board President

**Expectations:**

- Attend Board of Directors meetings Noon on 3<sup>rd</sup> Thursday  
6X/year: Jan, March, May, June, Sept, Nov (occasional meetings may be called for strategic planning or other purposes)
- Committee Participation
  - Executive Committee (officers)
  - Development Committee
  - Finance Committee
  - Building & Grounds Committee
  - Partner (MDIT) Advisory Committee (Board liaison role)
- Fundraising and other event attendance

**Responsibilities as Stewards of the Center:**

- Understand and accept all legal responsibilities, and oversight of policies and programs to preserve and protect the York County Children's Advocacy Center (YCCAC).
- Ensure that adequate resources exist for the survival of the YCCAC.
- Personal commitment to the YCCAC's mission, goals and objectives.
- Advocate for the YCCAC's mission and purpose.
- Enhance the YCCAC's public standing by representing the organization to the external environment in a positive manner.
- Make an annual financial contribution to the YCCAC

- Select and support the Executive Director; receive Executive Director communication on a regular basis.
- Regularly attend Board meetings and important related meetings.
- Volunteer for, and willingly accept, assignments, and complete them thoroughly and on time.
- Stay informed about YCCAC Board and committee matters, be well prepared for meetings, review, and comment on minutes and reports.
- Get to know other YCCAC Board and committee members and build a collegial working relationship that contributes to consensus.
- Participate in fundraising for the organization.
- Sign the YCCAC Board of Directors Agreement and related documents.
- Must have a commitment to the ongoing process of creating a culturally responsive environment.
- Must provide a PA Child Abuse History Clearance and Request for Criminal Record Check.

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