

Thank you for your interest in serving on the Board of Directors for Prevent Child Abuse North Dakota(PCAND). Our organization was founded in 1978, and in earlier days we were known as Parents Anonymous and the North Dakota Committee to Prevent Child Abuse. We are a 501c3 nonprofit and a chapter of Prevent Child Abuse America. PCAND works across North Dakota to ensure that all children in our state have the best possible chance of growing up in safe and nurturing environments. We do this through 3 main focus areas:

1. Advocacy
2. Programming
3. Training

Our strategies help empower families to thrive because we believe positive outcomes can happen when we all work together.

1. Prevention Work

- Statewide child abuse prevention. With a grant from the Department of Health and Human Services we promote awareness around Child Abuse Prevention Month (April), Safe Haven Baby laws, Handle with Care, Alliance for Children's Justice and Authentic Voices.
- The Alliance for Children's Justice is a multi-disciplinary task force of ND professionals and people concerned about the abuse and neglect of children and work to make the system better for children.
- Authentic Voices is a coalition that addresses the prevention of child abuse and neglect at the community level by amplifying the voices of survivors and equipping advocates with tools.
- CDC/HOP grant – Seeks to improve access to health food and health promoting environments using community engagement and culture as overarching strategies to reduce health disparities in Tribal Communities.
- The Child Sexual Abuse Prevention Task Force works to develop and implement a comprehensive statewide approach to prevent child sexual abuse.
- We have just implemented a pilot project in Richland County doing Body Awareness/Safe Touch programs in all the 2nd grade classes in Richland County to help prevent child sexual abuse.

2. Early Childhood Home Visitation Programs

- Maternal, Infant & Early Childhood Home Visiting (MIECHV) provides voluntary, evidence-based home visiting for at-risk pregnant woman and families with children in partnerships with Western Plains Public Health and Turtle Mountain. Home visits in the first years of a child's life helps prevent child abuse and neglect, supports positive parenting, improves maternal and child health, and promotes child development and school readiness.

3. Training

- Handle with Care
- Mandated Reporter
- Periods of Purple Crying
- Darkness 2 Light
- ACE Interface Master Trainer
- Connections Matter
- Resiliency

Board members are actively involved in the organizational governance and are expected to attend monthly board meetings (2nd Thursday of the month from 5-6:30 p.m. via Microsoft Teams), participate in a least one Working Strategic Planning Committee and promote PCAND as part of Giving Hearts Day and other community awareness events. We are in need of a variety of skills but currently have a strong emphasis on individual who are interested and/or have skills in fundraising, finances, social media/communications and a passion to spread the word about PCAND in the state. You can also find out more about our programs, staff and current board at www.pcand.org. If after looking through the Job Description you are interested, please send us a copy of your resume/cv to cdodd@pcand.org.

**Prevent Child Abuse North Dakota (PCAND)
Board of Directors Job Description**

Selected by: Nominated and selected by members of the governing board.

Term: Generally one three-year term but no more than two three-year terms, not to exceed six years total without the board member taking at least one year off the board.

Attendance: Directors must attend 83% (10 of 12) of the scheduled meeting per year. As stated in the bylaws, an unexcused absence of two meetings within a one-year period constitutes a vacancy.

Responsibilities:

1. Policy – To consider, approve and support management policies, which promote and enhance the mission of the organization.
2. Public Relations – To report to and represent the organization in a positive manner to the general public.
3. Fundraising – To support the organization with personal contributions and to actively participate in the raising of funds to support the organization.
4. Advisory – To act as an advisor Executive Director by serving on a least one Board committee.
5. Legal – To exercise fiduciary and legal responsibility for the affairs of the corporation.

Commitment:

1. To contribute to discussions at meeting, having read background materials and to contribute individual skills and appropriate resources.
2. To observe parliamentary procedures.
3. To avoid intruding into administrative issues, which are the responsibility of the staff, except to ensure their adherence to policy.
4. To avoid conflicts of interest and, if such conflict does arise, to declare the conflict to the board and refrain from voting on relevant items.
5. To attend governing board meetings, committee meetings, and annual meetings and other events which enhance board skills and knowledge.

Expenses: Expenses associated with attendance at events or meetings can be reimbursed per state reimbursement rates.

Time Commitment: A minimum of 83% of scheduled meetings, plus the annual meeting and other special events or fundraisers. At a minimum, board membership will require 5-10 hours per month.

<p style="text-align: center;">Prevent Child Abuse North Dakota (PCAND) Board of Directors Oversight Responsibilities</p>
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General Expectations

- Become knowledgeable about the organization.
- Recruit possible nominees to the board who are clearly women and men of achievement and distinction and who can make contributions to the work of the board and the organization.
- Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
- Bring a sense of humor to the board's deliberations.
- Attend 83% of regularly scheduled meetings, having no more than 2 unexcused absences in a one-year period.
- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with their conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions, and speak for the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

Legal & Liability Issues

- Understand the legal environment in which the PCAND operates and ensure compliance of agency with all applicable laws and regulations.
- Approve and safeguard all legal documents.
- Hire, evaluate, and support the Executive Director.
- Set Director's salary and approve salary levels for other staff.
- Determine organizational policy.
 - Set, review and evaluate the by-laws and articles of incorporation.
 - Set, review and evaluate the employment and conflict of interest policies.
 - Ensure that the PCAND operates in a manner consistent with its stated values.
- Reduce risk of liability by "performing duties in good faith" manner.
- Exercise "due care" by:
 - Recording votes and decisions
 - Reviewing financial statements and audits
 - Maintaining necessary liability insurance and include indemnification clause in bylaws to protect individual board members.
- Maintain required records of the organization:
 - Minutes of Board meetings
 - Annual audits
 - Annual Reports.

Financial Responsibilities

- Fundraising necessary to assure adequate financial resources to enable the organization to carry out its mission.
- Ensure that resources are well managed by:
 - Approving and reviewing PCAND's budget
 - Monitoring cash flow and fund balances
 - Appointment of the PCAND's Auditor
 - Reviewing and approving annual audit and IRS form 990.
 - Set, review and evaluate the investment and financial policies
 - Ensure adequate insurance coverage, including liability insurance.
- Ensure that fiscal policy complies with "Generally Acceptable Accounting Practices."
- Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.
- Makes an annual financial donation to PCAND to the best of your ability.
- Assist in resource development by implementing fundraising strategies through personal influence with others.

Planning and Evaluation

- Develop long-range plans for the organization's future based upon:
 - External opportunities and threats
 - Internal strengths and weaknesses.
- Periodically review and revise the mission statement.
- Understand, articulate, and support PCAND's mission, vision, goals, and values.
- Evaluate fundraising strategies to determine if they are in compliance with the organization's mission.
- Monitor and evaluate the progress towards meeting goals by assessing what is being accomplished and how well.

Community Relations

- Interpret the organization to the public.
- Develop linkages through community coalitions and partnerships.
- Authorize spokespersons to deal with the media and general public.
- Serve as ambassadors of Prevent Child Abuse North Dakota (PCAND).
- Recruit and orient Board Members and regularly assess Board and individual member performance.

Avoiding Conflicts

- Serve the organization as a whole rather than any special interest group or constituency.
- Avoid even the appearance of a conflict of interest that might embarrass the board or the organization, and disclose any possible conflicts to the board in a timely fashion.

- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate even though not necessarily obliged to do so by law, regulation, or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.