

ICA Board Member Responsibilities

Board members support the work of International Child Advancement and provide mission-based leadership and strategic governance. While day-to-day operations are led by ICA's Executive Director, the Board/ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Ideal candidates will have the following qualifications and qualities:

- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group
- Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, advocate for the organization
- Interest in developing certain skills that you may not possess, such as in cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, and learning more about the substantive program area of the organization
- Possession of honesty, sensitivity to and tolerance of differing views, community-building skills, personal integrity and sense of values, and concern for ICA's development

General Responsibilities of the Board

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Strategic planning in partnership with the Executive Director
- Fundraising and resource development
- Ensuring strong fiduciary oversight and financial management
- Reviewing and approving the annual budget
- Oversight of the organization's programs and services
- Enhancing the organization's public image
- Assessing its own performance as the governing body of the organization

Responsibilities of Individual Board Members

Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs



- Prepare for, attend, and conscientiously participate in board meetings
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Give a meaningful personal financial donation

Other responsibilities of nonprofit board members

- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization

Experience that we are seeking include:

- Accounting/Bookkeeping
- Legal
- Corporate PR
- International Development

Location: Candidates must be in the Buffalo, NY/WNY area