



Responsibilities of Board of Directors Members

Mission Statement

The mission of the Community Child Guidance Clinic is to assist and support children with emotional and behavioral issues by providing a special education day school and a system of child and family-focused mental health services.

Board Overview

CCGC Board members serve a three-year term and are eligible to serve two consecutive terms. The CCGC Board meets a minimum of ten times during the year, usually at 7:00 p.m. on the fourth Monday of the month. Board members should make every effort to attend all of the Board meetings. A Board member who is absent for two consecutive meetings without approval of the Board president may be removed from the Board.

Fundamental Legal Duties of Nonprofit Board of Directors Members

- Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

CCGC Board Member Responsibilities

- Understand and support CCGC's mission, programs, and services.
- Be familiar with the board's bylaws.
- Review the agenda and supporting materials prior to all board meetings.
- Actively participate in board meetings and board decisions.
- Actively participate in the ongoing fiscal oversight of CCGC.
- Annually make a meaningful, personal financial contribution to CCGC at a level reasonable to the individual.
- Serve on one or more board committees.
- Attend and support CCGC fundraising events as often as possible but at least once a year.
- Abide by the conflict of interest and confidentiality policies of CCGC.
- Participate in the periodic review of the board's and the agency's efficacy and the evaluation of the Chief Operating Officer's performance.
- Assist in identifying and recruiting new board members.
- Advocate for and promote CCGC whenever possible.

Revised – September 2019