



University at Buffalo Child Care Center (UBCCC) Board Of Directors (BOD) Job Description

Mission:

UBCCC is committed to providing exceptional child care for student and employee families of University at Buffalo, The State University of New York and families in surrounding communities.

Summary:

The primary role of a Board member is to contribute to defining the organization's mission and governing the fulfillment of that mission, and to carry out the functions of the office of Board Members and/or Officer as stated in the Bylaws.

Board members will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Center Director, who determines the means of implementation and manages ongoing operations.

Responsibilities

EXPECTATIONS OF THE BOARD AS A WHOLE

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

- Ensuring strong fiduciary oversight and financial management
- Selecting and evaluating the performance of the Executive Director (who oversees daily operations of both centers)
- Strategic and organizational planning
- fundraising and resource development
- Approving and monitoring UBCCC's programs and services
- Enhancing UBCCC's public image
- Assessing its own performance as the governing body of UBCCC

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Prepare for, attend, and conscientiously participate in board meetings, including annual board training
- Participate fully in one or more committees
- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and developing the financial resources, functional resources, and partnerships that are necessary for the success of the Center
- Leverage personal connections, networks, and resources to develop collective action to fully achieve UBCCC's mission

REQUIREMENTS OF ALL BOARD MEMBERS

Each board member is required to:

- 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 UBCCC
- Complete a sexual harassment prevention training prior to or within six months of being elected to the BOD