**Overview FY23**

In FY23 (July 1, 2022 – June 30, 2023) JCADA has 12 board members and is open to welcoming more members throughout the year.

The Executive Committee consists of the President, Vice-President, Treasurer and Secretary/Governance Chair. They will meet four times throughout the year between meetings of the full Board.

The Treasurer is the Chair of the Finance Committee. The Development Chair serves on the Finance Committee and work together with the Executive Director to ensure JCADA’s development needs are met.

There are Program Liaisons who will serve on a Program Committee.  Program Liaisons will stay in close contact with their respective program managers and serve as voices for their respective programs on the Board. Program Liaisons have the option of working with another Board member as Co-Liaisons as appropriate to support succession planning and increase Board engagement. The roles of the Program Liaisons are defined below.

This structure includes a Secretary, who also serves as the Board Governance Chair.  The position of Secretary/Governance Chair will help ensure that the Board functions internally as efficiently and productively as possible. The Continuing Education Coordinator will sit on the Governance Committee and ensure that the Board receives no less than four trainings each year.  Please find the job descriptions for the Governance Chair and the Board Continuing Education Coordinator below.

Finally, At Large positions that will be filled depending on the desired Board size.  JCADA’s current bylaws allow the Board to have anywhere from 5-20 members. It is important that JCADA conceptualize its ideal Board size and work to ensure each member has a clear role and remains actively engaged in that role. Please find the Board job titles and job descriptions below.

**Types of Board Members**

1. Board Leadership/Executive Committee Board positions (4 members):
   1. President
   2. Vice President
   3. Treasurer/Finance Chair
   4. Secretary/Governance Chair
2. Designated Board positions:
   1. Program liaisons
   2. Development chair
   3. Continuing education coordinator
3. At Large Board positions (TBD)

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| ***Board Job Title*** | ***Board Committee(s)*** |
| **President** | **Finance**  **Governance**  **Executive Committee** |
| **Vice President** | **Executive Committee**  No later than the second year of their term the VP will participate on the Finance and Governance Committees. |
| **Treasurer** | **Finance (Chair)**  **Executive Committee** |
| **Secretary** | **Governance (Chair)**  **Executive Committee** |
| **Development Chair** | **Finance** |
| **Board Continuing Education Coordinator** | **Governance** |
| **Clinical Program Liaison** | **Program Committee** |
| **Legal & Advocacy Program Liaison** | **Program Committee** |
| **Prevention, Education & Training Liaison** | **Program Committee** |
| **At Large Board Member** | **Rotate through existing Committees** |

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| ***Board Committee*** | ***Committee Responsibilities*** |
| **Executive Committee** | The function of the Executive Committee (EC), led by the Board President, is to act in between Board meetings where immediate action is needed, and it is unrealistic to gain input from the full Board. The EC serves as an agile sounding board for the Executive Director and provides support and guidance as appropriate. |
| **Finance Committee** | The function of the Finance Committee, led by the Treasurer, is to oversee the financial health of the organization including the overall development strategy and regular financial operations. The Finance Committee will maintain a working understanding of the operating budget as well as help identify long- and short-term financial development goals. The finance committee is charged with approving the annual operational budget, establishing an annual development plan and supporting implementation as needed. |
| **Governance Committee** | The function of the Governance Committee, led by the Secretary, is to ensure that the Board operates effectively, engages in self-evaluation, and maintains the skills and knowledge necessary to move the mission of JCADA forward.  This committee will ensure that the Board receives ongoing education about power-based violence and best practices in Board management, maintains excellent communication mechanisms, andestablishes engaging and productive meeting structures. |
| **Program Committee** | The function of the Program Committee, led on a rotating basis by the three program liaisons, is to ensure regular communication at the Board level between all programs and to ensure all program needs are met in the context of larger organizational goals. In consultation with the Deputy Director the three program liaisons will determine if and how often they will meet collectively as the Program Committee. |

**President:**The role of the Board President is to ensure that everything JCADA does is consistent with its mission and core values and is in service of its clients.  The President is responsible for establishing a positive Board culture that facilitates collaborative problem-solving, engagement and productive oversight.

Specific responsibilities include, but are not limited to:

* Facilitating and setting the tone of all Board meetings as opportunities to move the mission of JCADA forward.
* Working closely with the Executive Director to create an agenda for Board meetings.
* Ensuring each Board position is filled appropriately and that each Board member understands Board expectations and their unique role.
* Serving as the chief lay-leader ambassador in the community, always representing JCADA’s interests.
* Working closely with the Executive Director and the Finance Committee to ensure JCADA has the resources it needs to successfully fulfill its mission.
* Conducting an annual review of the Executive Director and ensuring lines of communication remain open between the Executive Director and the Board.
* Serving as the point of contact for every Board member, as appropriate.
* Setting goals and objectives for the Board and ensuring that they are met.
* Encouraging regular organizational strategic planning.
* Motivating Board members to attend meetings, trainings and JCADA events.
* Signing checks as needed to ensure smooth business operations.

**Vice President:**The most important role of the Vice President is to commit to becoming the next President and to support the current President as needed.

Specific responsibilities include, but are not limited to:

* Facilitating Board meetings if the Board president is unavailable.
* Representing JCADA, as needed, at public events, meetings etc. when asked by the President.
* Working with the President to ensure JCADA stays on mission and acts in accordance with its mission and core values.
* Supporting the Board President as needed.

**Treasurer:**  The Treasurer chairs the Finance Committee and oversees the financial health of the organization including the development strategy.

Specific responsibilities include, but are not limited to:

* Regularly reviewing the financial statements.
* Signing checks as needed.
* Presenting financial updates to the Board regularly. (Frequency to be determined by the Board but no less than quarterly).
* Ensuring financial stability and highlighting financial concerns as they arise.
* Working closely with the Executive Director and the Deputy Director to develop and present an annual strategic budget.

**Development Chair:**The Development Chair sits on the Finance Committee and works closely with the Executive Director and the Treasurer to create a reasonable and actionable development plan for the fiscal year.

Specific responsibilities include, but are not limited to:

* Sitting on the Finance Committee and remaining informed about the financial status of JCADA.
* Working with the Executive Director to create and execute annual strategic development plans which may include but are not limited to big donor and foundation outreach.
* Attending potential funding meetings with or in lieu of the Executive Director or Board President, as needed.
* Reporting to the Board regularly on the status of development.
* Ensuring the execution of specific fundraising initiatives.

**Secretary/Governance Chair:**The role of the Secretary/Governance Chair is to ensure that the Board functions internally as effectively as possible.  This position will ensure that the Board receives ongoing education about power-based violence and best practices in Board management, maintains excellent communication mechanisms, conducts regular Board assessments,establishes engaging and productive meeting structures and more.  This role ensures that minutes are taken at every meeting and that all Board decisions are accurately recorded. The Secretary/Governance Chair, with support from the President, will be responsible for establishing a nominating committee each year.  The responsibility for succession planning falls to the Governance Committee and the President with support from the Executive Director.

Specific responsibilities include, but are not limited to:

* Ensuring minutes are taken and approved at every meeting and that all Board decisions are accurately recorded.
* Working closely with the Executive Director and President to develop and implement effective Board communication mechanisms.
* Encouraging regular Board reflection and opportunities for Board assessment.
* Working closely with the Executive Director and the President to create engaging and productive Board meetings that encourage meaningful discussion.
* Ensuring that all Board documentation, including bylaws, policies, minutes, agendas, strategic planning, etc. are readily accessible, accurately maintained and appropriately adhered to.
* Ensuring that the Board receives ongoing education and training on power-based violence, trauma informed care, and best practices in Board governance.
* Establishing a nominating committee to ensure each Board position is filled annually.

**Board Continuing Education Coordinator:**The role of the Continuing Education Coordinator is to help ensure that the Board is kept up-to-date on best practices in the fields of power-based violence, trauma-informed care, cultural humility and non-profit management.

Specific responsibilities include, but are not limited to:

* Working with the Governance Chair, the President, the Deputy Director and the Executive Director to identify top training priorities for the year.
* Ensuring that the Board receives no less than four total trainings each year in the areas of power-based violence and non-profit management.
* Working with the Board President and Executive Director to ensure trainings are scheduled.

**Clinical Program Liaison:**The role of the Clinical Program Liaison is to remain informed about the status of the Clinical Program and to ensure that the needs of the Clinical Program are met within the context of the larger organization.

Specific responsibilities include, but are not limited to:

* Connecting regularly with the Clinical Director and/or the Deputy Director to remain up-to-date on all Clinical Program happenings and to ensure that the needs of the clients, staff and organization are consistently met.
* Reporting to the Board regularly on the status of the Clinical Program.
* Helping to ensure that the Clinical Program has the resources it needs to successfully accomplish its work.
* Working with the Deputy Director to identify annual strategic goals that fit within the mission and vision of JCADA.

**Legal/Advocacy Program Liaison:**The role of the Legal/AdvocacyLiaison is to remain informed about the status of the Legal/Advocacy Program and to ensure that the program’s needs are met within the context of the larger organization.

Specific responsibilities include, but are not limited to:

* Connecting regularly with the Legal/Advocacy Program Director and/or the Deputy Director to remain up-to-date on all program happenings and to ensure that the needs of the clients, staff and organization are consistently met.
* Reporting to the Board regularly on the status of the Legal / Advocacy Program.
* Helping to ensure that the Legal/Advocacy Program has the resources it needs to successfully accomplish its work.
* Working with the Program Director to identify annual strategic goals that fit within the mission and vision of JCADA.

**Prevention/Education/Training Liaison:**The role of the Prevention/Education/Training (PET)Liaison is to remain informed about the status of the PET Programs and to ensure that the programs’ needs are met within the context of the larger organization.

Specific responsibilities include, but are not limited to:

* Connecting regularly with the PET Program Director and/or the Deputy Director to remain up-to-date on all program happenings and to ensure that the needs of the clients, staff and organization are consistently met.
* Reporting to the Board regularly on the status of the PET Program.
* Helping to ensure that the PET Program has the resources it needs to successfully accomplish its work.
* Working with the Program Director to identify annual strategic goals that fit within the mission and vision of JCADA.

**At-Large Board Member:**  The role of the At-Large Board Member is to actively listen and participate in Board meetings, serve as an ambassador for JCADA in the community promoting JCADA initiatives and interests where appropriate, and to support fundraising efforts to the best of their ability.  The At-Large member will have the opportunity to attend meetings of each Board committee throughout their first year as part of their onboarding process.

Specific responsibilities include, but are not limited to:

* Attending at least 75 percent of all Board meetings and special events.
* Actively participating in Board meetings.
* Staying up-to-date on JCADA’s work and updates in the field.
* Reading and responding as needed to all Board and organizational communication.

Please note, pursuant to our current bylaws the Board of Directors may add or remove committees and/or Board positions as desired with a majority vote EXCEPT for those positions mandated by our bylaws e.g. President, Vice President, Secretary, Treasurer.