



[Locations](#)  
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## **CCGC Board Member Position Description**

**POSITION TITLE:** Member of the Board of Directors

**LENGTH OF TERM:** Three years

**INDUSTRY:** Children's Mental Health and Special Education

**JOB FUNCTION:** Advocacy, Outreach, Fiduciary Oversight

### **OVERVIEW**

Community Child Guidance Clinic is a 501(c)(3) organization that, since 1959, has been dedicated to assisting and supporting children with emotional and behavioral issues by providing a special education day school and a system of child and family-focused mental health services.

CCGC believes that every organization needs a strong and effective Board of Directors to fully realize its potential for good. Our Board members are dedicated leaders from the nonprofit and for-profit sectors who are driven by the organization's mission, and serve on the Board because they are passionate about being champions for the importance of exceptional mental health care delivery without disparities. In addition to the standard roles and responsibilities, our board members are active advocates and ambassadors for the organization and are fully engaged in increasing recognition in the community in order to advance its mission.

### **BOARD OF DIRECTORS RESPONSIBILITIES**

The Board of Directors is legally and ethically responsible for all activities of the organization. To that end, it is tasked with:

- Determining how CCGC will carry out its mission through long and short-range planning.
- Adopting an annual budget and provides fiscal oversight.
- Recruiting, orienting, and developing board members.
- Hiring and evaluating the performance of the Chief Executive Officer.
- Evaluating its own performance, along with the overall performance of the organization, in achieving the mission.
- Establishing policies for the effective management of CCGC.

## **INDIVIDUAL MEMBER RESPONSIBILITIES**

- Board members are expected to attend 10 annual board meetings. They are expected to read board materials in advance of board meetings and to come prepared to ask questions and participate in discussions.
- Board members are expected to serve on one or more committees of the board and to actively participate in committee work.
- Board members are expected to play an active role in securing the financial resources necessary for CCGC to achieve its mission. Board members are expected to leverage personal relationships and connections to help the development committee and staff identify and solicit potential funders, as well as support CCGC's work by making an annual gift to the organization "commensurate or significant according to your circumstance" (in order to achieve 100% board giving).
- Board members are expected to responsibly interpret CCGC's work and values to their respective communities and to advocate for our mission, programs, and services as appropriate.
- Board members are expected to stay informed about what is going on at CCGC, asking questions and requesting information, in order to make decisions on issues, policies, and other matters.

## **IN TURN, THE ORGANIZATION WILL BE RESPONSIBLE TO BOARD MEMBERS IN THE FOLLOWING WAYS:**

- Board members will receive monthly financial reports and an update of organizational activities in order to meet the "prudent person" standards of the law.
- Board members will be offered opportunities to discuss with the executive director and the board president the organization's programs, goals, activities, and status. Additionally, board members can request such opportunities.
- Board members will receive information about issues in the industry and field in order to perform duties. Board members will also be offered opportunities for professional development in order to serve at a higher level.
- Board members can call on the Board President and Chief Executive Officer to discuss the organization's responsibilities if they feel that it is not fulfilling its commitments.