



Approved: November, 2017

JOB DESCRIPTION FOR USLCA BOARD OF DIRECTORS

The mission of the United States Lactation Consultant Association (USLCA) is to advance the IBCLC within the United States through leadership, advocacy, professional development and research.

Position Title: Board Member

QUALIFICATIONS

Board members shall:

1. Have a clear understanding of USLCA's mission, vision, values and goals and the ability to clearly articulate its function
2. Possess a strong interest in the growth and development of USLCA.
3. Have prior experience in a leadership role.
4. Demonstrate excellent organizational, communication and interpersonal skills.
5. Be self-directed and visionary.
6. Demonstrate the ability to communicate clearly and effectively both orally and in writing
7. Be a currently certified IBCLC.
8. Have been a member of USLCA in good standing for two years prior to election.

TERM OF OFFICE

1. The term of office is 3 years. The term may be renewed for a second term with the total term on the Board not to exceed six consecutive years.
2. Terms of office shall begin at the annual meeting which immediately follows the election.
3. Any director may resign by submitting a letter of resignation to the BOD.

TIME COMMITMENT

1. Read and respond to Board email daily.
2. Attend USLCA in-person meetings 2-4 times per year.
3. Attend regular board calls.
4. Review, edit and comment on organizational documents such as newsletters, statements, and resources in a timely manner.

COMPENSATION

1. All USLCA Board Members are volunteers.
2. USLCA reimburses expenses incurred while performing the duties required of the position.
Reimbursable expenses generally include:
 - a. Postage and shipping for USLCA correspondence which is required to be transacted in hard copy.
 - b. Travel expenses, including air fare, ground transportation, accommodations, and food for Board-related travel.
 - c. Registration fees for conferences attended as a USLCA representative.

DUTIES

Responsibilities of the Board:

1. Determine the mission, core values, and purposes of the organization
2. Select and evaluate annually the performance of the executive director
3. Strategic and organizational planning
4. Ensure strong fiduciary oversight and financial management
5. Fundraising and resource development
6. Approve and monitor the organization's programs and services
7. Enhance the organization's public image
8. Assess its own performance as the governing body of the organization

Responsibilities of each director:

1. Know the organization's mission, policies, programs, and needs
2. Faithfully read and understand the organization's financial statements
3. 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, including through participation in social media
4. Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
5. Help identify personal connections that can benefit the organization's fundraising and reputational standing and that can influence public policy
6. Prepare for, attend, and conscientiously participate in board meetings
7. Participate fully in one or more committees
8. Follow the organization's bylaws, policies, and board resolutions
9. 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
10. Maintain strict confidentiality about all internal matters of the organization

EQUIPMENT REQUIRED

1. Access to a computer with Internet and e-mail access.
2. Access to a phone for conference calls.

Signature

Date