**Austin Child Guidance Center**

**Board Of Directors Job Description**

January 2025

**Our Mission**

**Austin Child Guidance Center provides accessible, high-quality mental health services to children and their families, empowering them to thrive in childhood and beyond.**

**Our Vision**

**We envision a world where every family’s mental health needs are seen and met.**

**Who We Are**

**The Board of Directors of ACGC lend their passion, skills, and expertise to help guide ACGC’s mission, from overall strategic direction, policy guidance, and operational and financial oversight of the organization.**

**We are a dynamic, diverse, actively involved Board of Directors. Each member brings a voice to how ACGC can be true to our communities and clients.**

**Board Roles and Responsibilities**

* Establish and maintain the organization’s mission and vision.
* Fulfill the fiduciary, legal and ethical obligations of a Board of Directors of a 501(c)3 organization to ensure its ongoing viability.
* Exercise fiduciary oversight over all operations of the organizations.
* Select and assess the performance of the Executive Director.
* Working with the Executive Director, approve an annual budget with resource allocations reflecting organizational priorities.
* Ensure the organization has adequate funds to support its mission, including supporting fundraising activities through individual contributions and leveraging personal networks (see below).
* Regularly assess its performance in meeting Board goals and objectives.

**Qualifications for Board Membership**

* Passion and enthusiasm for the mission of the organization.
* Prior nonprofit board experience is preferred but not required.
* Ability to exercise independent judgement in considering all matters before the Board and its Committees.
* Adherence to the Conflict-of-Interest Policy and Board Confidentiality Policy (sign Annual Disclosure)
* Directorships are open to anyone over eighteen years of age without considering race, creed, sex, sexual preference, or national origin.

**Time Commitment**

* The Board meets monthly in person for one hour during the lunch hour on a business day (currently the last Wednesday of the month). Our Bylaws require every member to attend a minimum of 9 of the 12 Board of Director meetings in the year.
* We also require attendance at 2 annual in-person Board retreats.
* All Board members serve on at least one committee. Committees meet virtually once per month (1 to 1.5 hours depending on the committee).
* Completing the 2-hour Mission Capital training on Boards during orientation (Virtual).
* Attendance at an in-person orientation at ACGC (3 hours) after joining the Board.
* Time required to prepare thoroughly for all Board and Committee meetings.

**Board Member Election, Terms, and Term Limits**

* Candidates for election are nominated by the Governance Committee and voted on by the full Board.
* Board terms are two years, with the option to renew for two additional terms (or a total of six consecutive years).
* Re-election to an additional term is not automatic but upon the recommendation of the Governance Committee following an assessment of the individual Director’s effectiveness.
* Any Director may resign at any time by delivering written notice to the Secretary or President of the Board of Directors. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.
* Any Director may be removed without cause, at any time, by a majority of the Board of Directors, at a Regular or Special Meeting called for that purpose. Any Director under consideration of removal must first be notified about the consideration by written notice at least five days prior to the meeting at which the vote takes place.

**Applying to join the ACGC Board**  
To learn more about Board membership, complete this [application form](https://www.austinchildguidance.org/how-to-help/board-membership-application.html) or contact Sarah Fontenot at [sarah@sarahfontenot.com](mailto:sarah@sarahfontenot.com?subject=Board%20of%20Directors%20Inquiry) to schedule a meeting.

**January 2025: We are currently seeking these specific skills:**

* + Legal
  + Fundraising
  + Fiduciary oversight and financial management
  + Nonprofit board leadership
  + Governmental relations
  + Experience throughout the 10-county Austin metro area