

Board of Directors Roles, Responsibilities and Expectations

Roles

The NCJFCJ Board of Directors constitutes the governing body of the NCJFCJ and is charged with the responsibilities for administering the affairs, property and assets of the Corporation. It is the duty of the Directors to carry out the goals and purposes of the Corporation, to provide guidance, direction and policy for the activities and projects of the NCJFCJ.

Composition

The Board of Directors shall be composed of judicial officers and individuals from the corporate and private sector while representing cultural, ethnic and geographic diversity.

The Board of Directors shall be composed of the officers, member-elected representatives, board-elected members (as of July 15, 2014), and ex-officio members.

Judicial Director and Private Sector Director Responsibilities

- **Sign and adhere to the Director Duties and Responsibilities Agreement**, which includes but is not limited to the items listed below.
- **Become familiar and comply with the NCJFCJ's Bylaws, Governance Manual, and other key policies and practices.**
- **Participate in Board Orientation** as scheduled.
- **Attend all Board of Directors meetings**, which are typically scheduled as follows:
 1. In conjunction with the Annual Conference in July. Directors are expected to support their own expenses related to meeting attendance, including travel, housing, meals, and conference registration if participating.
 2. In November in Reno, Nevada or other location as may be designated. NCJFCJ will provide funding for Directors' travel, housing, meals, etc. for this meeting. Information is provided shortly after Annual Conference as to dates, location, travel, and other logistics. Private Sector Directors may attend by telephone or electronic means.
 3. Spring Board meeting - Directors are expected to support their own expenses related to meeting participation, including travel, housing, meals, and conference registration if participating. Private Sector Directors may attend by telephone or electronic means.
- **Judicial Directors must attend and pay registration for at least one major NCJFCJ Conference** (e.g., Annual Conference).
- **Participate fully in Committee assignments and activities.** Each Board member is expected to serve on at least one Board committee. Committees meet on average once per month by phone, and in-person during Board meetings.
- **Contribute financially and encourage others to become donors** to NCJFCJ.

Adopted by the NCJFCJ Board of Directors, July 16, 2016, Monterey, California; revised by the NCJFCJ Board of Directors, July 21, 2018, Denver, Colorado; revised by the NCJFCJ Board of Directors, March 16, 2019, Henderson, Nevada.

- **Encourage others to become members of NCJFCJ**, in your own communities and nationwide.
- **Assist in developing leadership** for the NCJFCJ by recruiting or mentoring judicial and private sector Directors, within the ethical considerations of your state, and with consideration for achieving diversity and the governance skills needed on the Board;
- **Participate actively in the projects and activities of NCJFCJ**. This may include outreach to federal/state/local legislative and administrative officials as allowed by your jurisdiction's ethical codes.

Private Sector Director Responsibilities*

1. **Donate or generate a gift of \$10,000 or more annually** (10% within 90 days of election, submitted with a plan for contributing or obtaining the remaining balance within 6 months of election. May be paid or obtained in increments).
2. **Assist in public and private resource development** and fundraising activities.
3. **Make NCJFCJ a top one or two volunteer and philanthropic priority** while on the Board by **actively soliciting five-figure major gifts throughout his or her term**, in addition to the \$10,000 annual contribution.
4. **Serve as a key resource for access** to individuals, foundations, and corporations by providing introductions and cultivating key relationships, where feasible.
5. **Promote and secure all categories of memberships:** judicial, sustaining, law firms, law schools, and organizational.
6. **Seek in-kind contributions**, where possible.
7. **Visit the courtroom** of an NCJFCJ member for one day each year to learn about the work of juvenile and family courts and the work of the organization.

**These provisions do not apply to judicial officers or any state organization's representative who may be elected by the Board.*

I acknowledge I have read and agree to these Roles, Responsibilities and Expectations of an NCJFCJ Director.

Signature

Date

For more information and for corporate documents, please visit NCJFCJ's website at:
<http://www.ncjfcj.org/about/governing-documents-and-financial-information>