

Board Director's Position Description

BOARD DIRECTOR

Board Directors are accountable to ALCA members. The ALCA Board acts collegially in all things, though it can delegate its powers between meetings to the Executive Directors. An ALCA Board position confers no greater rights or authority than that specifically noted in the ALCA Constitution or as granted by the Board. All ALCA Directors are volunteers.

Essential attributes and skills

Directors must:

- be an ALCA member of at least two years duration
- be nominated and duly elected by the members
- have a demonstrated professional interest in, and commitment to, ALCA's well being as a Association
- be currently working in, and actively involved in the clinical field of lactation
- have a realistic appreciation of the demands of this position
- have no known conflict of interests which may interfere with the member's ability to fulfill the role of an ALCA Board Director. Where there may be a possible conflict of interest, this will be declared at the beginning of a Board meeting(s) or other ALCA event
- have a demonstrated ability to work as a team member
- have the ability to analyse and discuss issues of policy and organisational process
 - Have the ability to contribute to the association at a strategic level

Functions and responsibilities of a Director

A Director will:

- attend all ALCA Board meetings, other relevant meetings and the Conference unless there are exceptional circumstances
- Prepare thoroughly for Board meetings – submitting an activity report 2 weeks prior to each F2F Board meeting.
- actively participate in the work of the Board, the annual review and future planning
 - participate in appropriate fundraising for the Association
 - regularly access and participate on the website Forum
 - volunteer for, and willingly accept assignments, completing them within the specified time frame.
 - stay informed about Board matters, prepare well for Board meetings and review and comment on minutes and reports
 - maintain confidentiality on all Board matters at the Board's discretion
 - make a commitment to dedicate a minimum 3 hours per week to the work of the ALCA Board (excluding Board meetings and conferences)

Term of Office

As per the ALCA Constitution, Rule 14.4, a Director may hold office for three years after the date of election. The Director is then eligible for re-election by the members for no longer than two further three year consecutive terms (a maximum of nine years).;

Essential resources:

- reliable telephone service/ access
- computer program compatible with current versions of Excel and Word
- Secure storage space for files
- Access to photocopier or scanner
- reliable email and internet access (preferably broadband)

Professional development:

All Directors must have a commitment to ongoing professional development

ALCA Promoting the profession of IBCLC Lactation Consultants

Annual appraisal:

To ensure maximum efficiency of Board functioning all Directors are required to undertake an annual performance appraisal.

Remuneration:

ALCA reimburses all preapproved expenses incurred while:

- representing ALCA at conferences and meetings at the request of the Board
- performing those duties required of the position as per job description
- attending all ALCA Board and related meetings

Approval for reimbursements can be at Board meetings or via the ALCA Forum and include the following:

- postage, telephone, printing, facsimile, office supplies
- travel expenses, including ground transportation and accommodation
- ALCA events registration fees or part thereof at cost, as determined by the current event organising committee and ratified by the Board.

Any other expenses require prior approval by the Board.

Expenses are subject to the limitations of the currently approved ALCA Budget, and as per the ALCA reimbursement policy.

Final reimbursement upon leaving office must be claimed within 60 days.

I _____ have read and accept the terms of this Job Description.

Signed _____ Dated _ / _ / __