NCSEA
Shaping the Future of Child Support



NCSEA Board Commitment Form

NCSEA Mission Statement

NCSEA serves child support professionals, agencies, and strategic partners worldwide through professional development, communications, public awareness, and advocacy to enhance the financial, medical, and emotional support that parents provide for their children.

Board of Directors Commitment Form

The following is a list of NCSEA Board of Directors Responsibilities. As a Director of the NCSEA Board, I understand, and am willing to fulfill these responsibilities.

Overview

The Board of Directors is responsible for ensuring the organization's long-term financial stability and integrity. Officers and Directors ensure that the organization fulfills its mission by doing quality work. Officers and Directors recognize that in order to foster NCSEA's continued viability and growth, diversification of income sources is essential, and I pledge to personally contribute needed resources and talents to this end.

Responsibilities:

1. Support the mission and vision of NCSEA as described on the **About NCSEA webpage**, and assist in fulfilling NCSEA's goals and objectives.
2. Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
3. Be prepared for each Board meeting by thoroughly reviewing all materials ahead of time, and being familiar with the issues on the agenda.
4. Attend in-person Board meetings twice yearly as well as virtual meetings, both regularly scheduled and specially called meetings and attend all related functions
5. Actively participate in decision-making at Board meetings.
6. Share area of expertise with the Board and staff.
7. Be an advocate for NCSEA; promote it in ways appropriate to your profession and contacts.
8. Actively recruit new members to NCSEA.
9. Assist staff with obtaining various means of support for NCSEA, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
10. Fulfill the duties of care, obedience and loyalty to NCSEA.
11. Maintain confidentiality of Board discussions, materials and decisions, as specified in the NCSEA Policy Manual.
12. Participate in strategic planning activities.
13. Prioritize and monitor programs, services and advocacy efforts.
14. Partner with the NCSEA Executive Director to accomplish the mission.
15. Encourage and support NCSEA staff.
16. Actively serve on or lead and provide leadership on at least two NCSEA committees each year.

17. Work to develop new leadership and recommend potential Board members to the Executive and Nominating Committees.
18. Avoid even the appearance of a conflict of interest.
19. Participate in the NCSEA conferences (Policy Forum and Leadership Symposium) and other NCSEA events that may arise.

Desired Skills and Experience

- Have knowledge of history, mission and goals.
- Knowledge of the child support enforcement program and community, and a commitment to maintaining a strong organization that is responsive to the membership.
- Working knowledge of bylaws and policies.
- Ability to handle association business with tact, enthusiasm and commitment.
- Ability to motivate committee members.
- Ability to take responsibility and follow through on assignments.
- Ability to work well with people individually and in a group.

Reimbursement

Directors are responsible for their own travel and expenses for board meetings and their lodging. There is no financial compensation for serving on the NCSEA Board.

Time commitment:

Attend each board meeting (2 in person; 2 teleconference), serve on or lead committees, be available to members, other leaders and staff. Estimated to require 5-10 hours/month.

Benefits of Leadership Service

- Leadership is viewed as an opportunity to make a difference in the IV-D program.
- Leadership provides an opportunity to identify needs and to support and achieve organization and professional goals.
- NCSEA leaders gain experience in building and working with teams.
- Leaders promote and develop leadership in others.
- NCSEA Board of Directors help to shape the association's direction and future.

Personal Commitment

I *(print name)* _____, am willing to fulfill the NCSEA Board of Directors responsibilities as outlined above. If I am not able to meet my obligations as a board member, I will resign my position.

Signature:_____

Date:_____

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