JOB DESCRIPTION
BOARD OF DIRECTORS
(APPLIES TO ALL MEMBERS)

RESPONSIBLE TO: A member of the Board of Directors (BOD) is responsible and accountable to the Board and to the association membership.

REQUIRED QUALIFICATIONS: A member of the ILCA BOD will:

1. Be a member of ILCA in good standing for two years prior to election
2. Be a current IBCLC
3. Have a strong interest in the growth and development of ILCA
4. Possess verbal, written, organizational, teamwork, and delegation skills
5. Have a professional or college/university degree, or equivalent education/experience

PREFERRED QUALIFICATIONS:

1. Have prior experience within ILCA or other national or international breastfeeding/professional advocacy groups, preferably in a board/director post or has demonstrated leadership in other positions
2. Demonstrates professionalism in written and verbal communication with staff, colleagues and members
3. Be multilingual
4. Be proficient with Microsoft Office Applications, comfortable with learning new systems and software as well as be familiar with social media outlets

TERM OF OFFICE:

1. As per ILCA Bylaw 6.4 Term of Office, each Officer and Director will be elected to serve for a three (3) year term. Terms of office shall begin at the annual meeting following the election. The ILCA BOD has the option to invite a board member to renew his/her term for another three-year period. At the conclusion of the second term, members must rotate off the Board for one (1) year.
2. As per ILCA Bylaw 5.8 Resignation, a Director may resign at any time by giving notice to the Board or the President, such resignation taking effect immediately upon acceptance of said written resignation by the President. Members will receive written notification of the resignation within ninety (90) days.
3. As per ILCA By-Law 5.6 Vacancy, vacancies occurring on the Board for any reason may be filled by majority vote of the Directors. A Director so elected to fill a vacancy shall complete the unexpired term of that Director’s predecessor in office. Thereafter, the director must be elected to the post, by the ILCA voting members, to retain the office. A vacancy in the office of President

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will be filled by a Director, elected by a majority vote of the Directors, to complete the term of that President.

4. As per ILCA By-Law 5.7 Removal from Office, any Director may be removed for cause by a two-thirds vote of the BOD at a meeting or conference call for which adequate notice has been given. Any Director so removed from the Board shall not be eligible to reapply for candidacy on the Board for a period of four (4) calendar years following the effective date of removal.

DUTIES: A member of the ILCA Board of Directors will:

1. Maintain confidentiality of all ILCA BOD communications.
2. Participate in all ILCA BOD meetings.
   a. Meetings may be held face-to-face, online, or telephonically
3. Use organizational procedures for approval, as required, before any communication is sent or released in ILCA’s name or on ILCA letterhead.
4. Serve as Board Liaison for designated Committees or Task Forces and obtain written reports from designated Committee Chairs as determined by the ILCA BOD.
5. Keep current with issues before the BOD, activities of the BOD and staff, the Strategic Plan, and the policies and procedures of the Association.
6. Recommend new or revised policies and procedures as needed.
7. Respond to all ILCA Board communications, checking the secure online ILCA BOD Discussion Board on a regular basis.
8. Be familiar with materials published by ILCA.
9. Consider submission of written articles for the Lactation Matters blog.
10. Represent ILCA at conferences, meetings, or designated committees at the request of the BOD.
11. Participate in the preparation of the annual budget.
12. Review periodic Association financial reports.
13. Provide a smooth transition when leaving the board position.

EQUIPMENT REQUIRED: A member of the ILCA BOD will need:

1. Telephone
2. Personal computer with capacity for Internet and e-mail access
3. Current passport

TIME COMMITMENT:

1. Currently, the ILCA BOD meets face-to-face three (3) times each year (March, July and November). These meetings are typically two (2) consecutive days. When not meeting in person, the board meets monthly through online communications (webinar, Skype, etc.) or conference call (approximately 1 hour, up to 2 hours). Participation is required at all Board of Directors' meetings.

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2. The ILCA Annual Conference typically takes place in July and lasts approximately four (4) days. The July board meeting will generally precede the annual conference.

3. Timely review of the secure ILCA BOD Discussion Board (two times per week minimum, to as much as daily), with action taken on items needing attention (30-60 minutes per week).

4. Specific ILCA BOD duties (Board Liaison, Strategic Planning, Advocacy meetings, etc.) will include further time commitments.

COMPENSATION:

1. All ILCA Board Members are volunteers.
2. ILCA reimburses expenses incurred while performing the duties required of the position. Reimbursable expenses generally include:
   a. Telephone calls directly related to ILCA activities (meetings, projects, etc.).
   b. Postage and shipping as necessary.
   c. Other budgeted items.
   d. Travel expenses, including air fare, ground transportation, accommodations, food (not to include alcoholic beverages), and registration fees for all scheduled activities.
3. The following items are generally NOT reimbursable:
   a. Purchase and repairs of office and computer equipment.
   b. Telephone or Internet service charges
   c. General office supplies such as pens, paper, staples, fax supplies, etc.
4. Reimbursement for any expenses not mentioned above requires prior approval by the ILCA Executive Director, ILCA Treasurer or the ILCA BOD, depending upon the nature of the expense.
5. Expenses are subject to the limitations of the current ILCA Budget, and the ILCA reimbursement policy.

ANNUAL STATEMENT OF GOVERNANCE: Prior to assuming office and annually thereafter, ILCA Board Members must sign an annual statement of governance attesting that they have received, read, understand and agree to comply with the following ILCA policies:

1. Advertising
2. Confidentiality
3. Conflict of Interest
4. Social Media
5. Whistleblower

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