



Board Member Position Description

Position Summary:

Members of the Board of Directors of the International Board of Lactation Consultant Examiners (IBLCE) are a primary force in and personally responsible for enabling the organization to achieve its mission and goals, realize its potential and fulfill its obligations to the general public. In addition to being committed to breastfeeding, members must be participatory, knowledgeable, strong and supportive, and empowering of the elected officers, Executive Director and staff. They bring diverse resources and talents that benefit the long-term viability of the Board.

Acceptance of a position on the Board is a three-year commitment. The primary role of a Board member is to focus on the development of policies that govern the implementation of the certification program. This role is separate and distinct from that of the Executive Director who is delegated the administration and implementation of policy.

(IBLCE Bylaws adopted August 29, 1999 and as amended February 6, 2000, August 24, 2002, September 11, 2005, and March 21, 2009)

Duties of Individual Board Members:

Participation

- Place a high priority on participating in all regular activities and attending all meetings of the Board.
- Come prepared to contribute to the discussions of issues and business, having read the agenda and all background support material relevant to the meeting.
- Educate oneself about the organization's mission, purposes, goals, policies, programs, services, strengths and needs.
- Complete all assignments within time frames established by the Board.
- Serve on at least two committees.
- Serve willingly and enthusiastically in leadership positions and committee assignments.

- Ask timely and substantive questions at Board and committee meetings consistent with one's own conscience and convictions, while supporting the majority decision on issues decided collectively by the Board.
- Consider other points of view, make constructive suggestions, and help the Board make decisions that benefit those whom the organization serves.
- Bring a sense of humor to the Board's deliberations.
- Recognize, respect, value and support differences of personal style, opinion, culture and perspective.
- Review and edit examination questions prior to the meeting in preparation for full Board ratification of each year's examination.
- Serve until expiry of one's term of office.

Policy

- Participate in the development and establishment of policies through which the work of the Board and the organization is accomplished.
- Suggest appropriate policy-related agenda items for meetings to ensure issues are addressed in a timely manner.

Procedure

- Observe the parliamentary procedures outlined in Robert's Rules of Order and procedural rules found in the IBLCE Bylaws.
- Display courteous conduct during all meetings.
- Urge those with complaints and grievances to follow established policies and procedures.

Planning

- Monitor progress towards achieving the strategic plan and initiate continued planning and evaluation activities to improve the programs and services of the Board and the organization.
- Be knowledgeable about the environment in which the IBLCE functions.
- Follow trends in the field of interest to best serve the lactation consultant profession.
- Contribute to the development and achievement of short- and long-term outcomes.
- Contribute to ensuring that current and proposed programs and activities are consistent with IBLCE stated mission, goals and financial means.
- Help set program priorities, provide fiscal oversight, and ensure that adequate resources are available and directed to achieving priorities.

Financial matters

- Help ensure the long-term financial stability and integrity of IBLCE.
- Review and approve annual budgets, paying particular attention to ensuring fair pricing of the certification examination, that contracts are entered into at reasonable prices and without conflict of interest, and that adequate reserves are maintained.
- Ensure that periodic audits of the IBLCE finances are conducted.
- Faithfully read and understand the IBLCE financial statements and otherwise assist the Board in fulfilling its fiduciary responsibilities.
- Exercise prudence in the control and transfer of funds.

Integrity

- Maintain independence and objectivity, and serve with a sense of high ethical purpose and personal integrity.
- Serve the organization as a whole rather than any individual interest group or constituency.
- Support in a positive manner all actions taken by IBLCE even when in a minority position on such actions.
- Maintain confidentiality on all matters involving the Board until there is public disclosure or unless the information is a matter of public record or common knowledge.
- Disclose any possible conflicts of interest to the Board and abstain from both the discussion and the vote on any matter in which the member has a personal or business interest and neither accept nor offer favors or gifts from or to anyone who does business with the organization.

Recruitment

Suggest possible nominees to the Board who are individuals of high caliber, achievement and distinction, and who can make significant contributions to the work of the Board and IBLCE.

Self-assessment

Participate in the Board's periodic assessment of its own performance and recommend improvements in such areas as composition, organization, tenure, retention and responsibilities.

Additional responsibilities for the Public Member

- Focus the attention of the Board, as may be needed, on its stated mission and public duty to make the correct decisions for the organization.
- Monitor grievance and disciplinary procedures to ensure fairness and uniform application.
- Champion the perspective of the consumer.
- Focus the attention of the Board on its stated mission of providing a certification program to protect the public.

Time commitment

- Four days twice a year for Board (one day) and committee meetings (three days).
- Variable time investment between Board meetings to fulfill obligations, view documents and discussions on IBLCE Groupsite Community and respond to emails, depending on roles within the Board.

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