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 www.nacc.org

The National Association of Catholic Chaplains	Board of Directors Roles, Responsibilities & Criteria
Policy Number 4-3	Revision Date: July 2017

Purpose

To govern the National Association of Catholic Chaplains, which is a professional association for certified chaplains and CPE educators who participate in the healing mission of Jesus Christ.

Composition and Major Responsibilities

Mission and Vision

The Board determines and promotes the organization’s mission and vision for the profession and future of Catholic chaplaincy and Clinical Pastoral Education, sets policy, and assesses and approves certification standards, education, programs, and services that are appropriate to that mission and vision. To this end, the Board:

- a. Stewards the Catholic identity of the Association;
- b. Ensures the integration of the Association’s values in the organizational culture;
- c. Sets the strategic direction for the growth of the Association, prioritizes the work of the Association and ensures that the strategic plan is carried out;
- d. Maintains and develops the Association’s relationship with the USCCB and other groups, institutions, and organizations within and outside the Catholic Church;
- e. Approves Association policies; and
- f. Assures that the Association’s governance including its constitution and by-laws reflect its mission imperatives and values.

Fiscal Management

The Board is responsible for ensuring that the organization has adequate resources to carry out the mission of the corporation and for ensuring that the Association manages those resources effectively. To this end the Board:

- a. Reviews financial reports provided by staff on a periodic basis;
- b. Approves the annual budget;
- c. Ensures that appropriate financial controls are in place;
- d. Ensures that there is a procedure for confidential reporting of suspected financial improprieties or misuse of organization resources;
- e. Approves and authorizes an annual report of the financial condition of the Association to the membership; and
- f. Assures that there are appropriate structures and/or efforts in place to enhance the financial development of the Association.
- g. Establishes and oversees investment policies.



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Executive Leadership

The Board is responsible for selecting an executive leader to whom the administration of the Association is appropriately delegated. To this end the Board:

- a. Hires/appoints the executive director;
- b. Establishes a job description, communicates clear goals and expectations to the executive director; and
- c. Evaluates the performance of the executive director regularly.

Accountability

The Board ensures that the Association is in compliance with all relevant laws regulations, and ethical practices affecting non-profit organizations, including implementation of sound risk management practices. To this end the Board:

- a. Establishes and amends bylaws and regulations that affect the Association
- b. identifies appropriate liability and indemnification coverage for the Association and its leadership and employees and its facilities;
- c. Assures the Association is compliant with all anti-harassment and anti-discrimination laws and regulations;
- d. Ensures the existence and approval of a personnel manual that includes a grievance policy and procedure in place for filing complaints, including reporting harassment and discrimination complaints by any Association employee. The Board ensures that such grievances do not result in personal or employment retaliation.
- e. Upholds the highest standards of the profession in the Association and place of employment.

Community Representation

The Board of Directors represents the Association in the Catholic community and is responsible for maintaining good public standing within the wider community. To this end:

- a. Solicits input from the community and constituencies they represent;
- b. Defines the criteria for strategically appointing those who have achieved NACC certification or external Board members based on experience, Association needs, and community representation; and
- c. Represents the Association to other cognate groups, collaborative efforts in the profession of chaplaincy, and other related organizations and systems.

Recruit and Orient Members for the Board of Directors

The Board of Directors is responsible for the growth and development of the Board. To this end the Board:



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- a. Seeks out and encourages committed NACC members to serve on the Board of Directors to ensure that board composition is diverse and balance with respect to talents and expertise needed;
- b. Provides an adequate orientation for new Board members;
- c. Evaluates its own performance with respect to its leadership functions annually and
- d. Elects and appoints directors, officers and committee members in accordance with established nomination and appointment procedures.

Criteria for Elected or Appointed Certified Members

- Three years' active Certified Chaplain or CPE Educator
- Three years' service on NACC Commissions, Committees, Panels, etc.
- Three years' service on Boards, management or leadership teams.
- Three years diversity of experience, demonstrated knowledge, skills, abilities, leadership and professional competence in Board related fields such as governance, finance, CPE education, NACC certification, mission, marketing, strategic planning, ethics, strategic partnerships, standards, research, communications.
- Ability and readiness to commit sufficient time to fulfill functions of the Board as well as participate in Board meetings.

Criteria for Appointed Directors (non-certified)

- Understanding and support for the mission of the Association
- Personal values consistent with those of the Association
- Five years diversity of demonstrated experience utilizing specialized knowledge, skills, abilities leadership and professional competence in two or more Board related fields such as healthcare, mission, education, medicine, governance, finance, marketing, strategic planning, ethics, strategic partnerships, standards, research, communications.
- Three years relevant Board experience.
- Recognized for competence and leadership in their profession.
- Member in good standing within their religious denomination.
- Ability and readiness to commit sufficient time to fulfill functions of the Board as well as participate in Board meetings.

Time Commitment

- The Board convenes two times annually for 2-3 day meetings. This usually requires travel.
- The Board convenes two times annually via conference call.
- Additional conference calls and/or e-mail communications are often needed to complete work.