



Board of Directors – Duties, Qualifications, and Responsibilities

The Board of Directors exists to secure and promote the financial, legal and ethical wellbeing of the Professional Animal Care Certification Council (PACCC) and to ensure that it fulfills its mission.

Term of office – The term is three years. Board members must be able to regularly participate and contribute to PACCC business.

Board Member Qualifications

- Advocate for professional certification
- Be a current PACCC certificant or plan to sit for exam within 6 months of joining the board
- Be actively involved in the animal care industry, having held a paying position in the last six months, preferably over three years of experience
- Commitment to animal care excellence and raising industry standard of care
- Excellent communication skills
- Invests in ongoing learning personally and for all staff
- Open to new ideas and sharing to improve industry's overall performance
- Proven business skills

Specific Responsibilities and Duties:

- Actively participate in one or more fundraising activities, helping to develop resources for the organization
- Actively participate in policy making
- Actively participate on at least one committee
- Be able to travel to PACCC meetings up to one time per year
- Be creative and take initiative in the growth of PACCC
- Bring a diverse background with experience not only in pet care, but in other areas as well.
- Commit to an average of 5 hours per month on PACCC responsibilities
- Have daily access to email, and respond to communications which may require document review and feedback
- Meet deadlines, be an active board member, and excuse myself from discussions and votes where I have a conflict of interest
- Participate at industry events (national and local) and share benefits of professional certification with industry peers and pet parents
- Participate in monthly scheduled conference calls
- Represent PACCC in a positive and professional manner always
- Support and promote the mission of PACCC, and strictly maintain the confidentiality of all privileged or sensitive information provided to me as a board member
- Work well with fellow board members and be able to work independently

Conflict of Interest Policy and Code of Ethics

Members of the PACCC board of directors are required to sign the Conflict of Interest Policy and the Director's Code of Ethics and, at a minimum, disclose any potential Conflicts of Interest annually.

Compensation - Board members are not compensated for their service. Board members are entitled to reimbursement of reasonable expenses.

Officers of the corporation - You may seek office (chair, vice-chair, secretary, or treasurer) at any point during your term (the officers' slate is approved each October at the corporation's annual meeting. Officers also serve on the Executive Committee.