



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.

Specific duties include:

- Support and promote the mission of PACCC
- Actively participate in policy making
- Respond to regular email communications which may require document review and feedback
- Participate in a monthly scheduled conference calls
- Actively participate in one or more fundraising activities
- Attend the annual in-person board meeting in October
- Represent PACCC in a professional manner
- Be a member of at least one committee, and represent PACCC by staffing our booth at a trade show

Board Member Qualifications

- Be a current PACCC certificant
- Be actively involved in the animal care industry
- Support PACCC's mission statement, goals and objectives
- Be creative and take initiative in the growth of PACCC
- Work well with fellow board members, but have the ability to work independently
- Meet deadlines and be an active board member
- Have daily access to email
- Be able to travel to PACCC meetings up to one time per year
- Bring a diverse background to the table with experience not only in pet care, but in other areas as well.

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.