

# Thank you for your interest in joining the board of **Friends of the MetCAC**

**W**e are a non-profit organization committed to ensuring a children's advocacy center remains a stable and valued service to families in the Columbia area. Not all communities in our country, nor even our state, have access to this critical service, and we want to see all possible resources—both public and private—are brought to bear to support ours.

## What the Met CAC does

A children's advocacy center (CAC) provides compassionate, competent, and comprehensive forensic services to children for whom concerns of maltreatment have been raised. The services such children receive through the Met CAC are:

1. Forensic interviews by trained therapists who help children tell their stories in their own words and with sensitivity to their particular needs.
2. Forensic medical examinations by trained nurses, physician's assistants and pediatricians who attend to the children's wellbeing and health while preserving and documenting important evidence.
3. Referrals to appropriate state and private services for continued assistance and care.

The information secured in the interviews/exams is shared with a multidisciplinary team of law enforcement, state solicitors and social workers who determine whether a finding of abuse is warranted. In cities where a child advocacy center is not available, families may have to go to multiple organizations with no clear process or continuity of care over several days or weeks. Obviously, providing timely, coordinated services is a critical component for the care of the child and the collection of meaningful evidence.

Housed within the SC Department of Mental Health, the Met CAC in Columbia is one of a few CACs in the nation that receives both public and private funding. The Met CAC currently receives the bulk of its funding to cover salaries, facility, furnishings and supplies from the state.

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## How Friends helps

Friends raises funds to cover staff training, special events, and unique equipment and furnishings that contribute to a child-friendly environment. We also work to raise awareness of the value of the Met CAC to the community.

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## More about the Friends Board

**Our culture.** We are people who want to use our time and talent effectively on a team committed to doing good in our community. We are looking for people who desire to take an active part in the mission of Friends and are willing to commit time and money to that end. We are also looking for people who know how to play nicely with each other so that working together is a joy not a burden, and who can be relied on to complete whatever assignments they take.

**Our responsibility.** Being on the board of a 501c3 means we have a fiduciary responsibility to ensure: all actions we take are in the best interest of Friends; we place the Friends' interest above personal gain; and we adhere to our governing documents and comply with all state and federal laws in carrying out Friends' functions.

**Our tasks.** Raising and administering funds, raising awareness, and recruiting members.

### Our commitment to board members

- We will value each other's participation by establishing annual goals and budgets and coming prepared to meetings to make progress toward those goals.
- We will value each other's time by providing ample notice of meetings with an agenda and time estimate and will manage meetings accordingly.
- We will value each other's expertise by asking members to be on committees that correspond to their skills, knowledge, and interest.
- We will presume the best of each other and treat one another respectfully as we discuss any issue where there may be differing views.

### Our annual board member recruitment process

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| July | Current board members identify/recruit candidates.    |
| Dec  | Candidates invited to holiday party at MetCAC.        |
| Jan  | Interested candidates apply/do background check.      |
| Feb  | Board confirms candidates extends invitation to join. |
| Mar  | New board members attend their first meeting.         |
| Apr  | Board elects next year's officers                     |
| May  | Board drafts annual goals and budget.                 |
| June | Board sets number of positions for next fiscal year   |

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## Your commitment as a board member

- Agree to serve a 3-year term.
  - Attend monthly meetings. Most meetings are conducted virtually over a lunch hour. Quarterly we meet in person in the evenings, usually for 2 hours with dinner included.
  - Support the Friends financially. An annual donation of \$200 is encouraged.
  - Volunteer for specific projects to accomplish the work of the board.
  - Respond within 24 hours to communications between meetings. Occasionally business comes up that is handled by an email discussion/vote.
  - Attend major events (usually once or twice a year).
  - Use your social media and other outlets of influence to promote the good work of the MetCAC and encourage membership in the Friends.
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To apply, complete an application at [friendsofthemetcac.org](http://friendsofthemetcac.org).  
For more information, contact Deborah Phipps, [president@friendsofthemetcac.org](mailto:president@friendsofthemetcac.org)