



BOARD MEMBER JOB DESCRIPTION

Title:	Member, CASA Board of Directors
Reports to:	Board President
Purpose:	Board members support the CASA executive director & staff in implementing the mission: to recruit, train and support volunteer advocates for abused and neglected children in the Juvenile and Domestic Relations Court system and to educate the community about the needs of these children. Each board member supports CASA's mission through various responsibilities including shaping & voting on policies, procedures, and regulations for the successful operation of CASA; monitoring finances of the organization, its programs and performance. Board members also actively engage in supporting the organization through fundraising activities such as securing corporate sponsorships, volunteering personal time and sharing the purpose and value of the organization throughout their network & community.
Attendance:	Serve a three-year term; may be reappointed for additional terms. Attend four board meetings as scheduled and any special meetings called at the request of the president, the executive director or one-third of the Board. Attend standing committee meetings, if a member, as scheduled. Participate as an ad hoc committee member, if appointed. Attend board retreats, in-service workshops and other board development activities. Attend and participate in special events, as needed.
Time Commitment:	four to eight hours a month depending on number of active committees
Obligations of the board:	Understand and support the mission which has been established. Set policies. Hire, fire, supervise, evaluate and support the Executive Director. Secure adequate funds. Monitor finances. Develop and update long-range plans. Fulfill board's legal responsibilities. Submit to background checks.
Specific Duties:	Be well informed of CASA's mission, history, and goals and able to speak on behalf of the organization. Attend one CASA information session within first quarter of the fiscal year. Attend board trainings and/or leadership meetings to help increase knowledge and skill sets pertinent to role. Attend meetings and show commitment to board activities. Be well informed on issues and agenda items in advance of meetings. Contribute skills, knowledge, and experience, when appropriate. Participate in organizational decision-making. Financially support the organization through personal gifts (i.e. giving to the organization). Financially support the organization through fundraisers, securing sponsorships, and/or prizes for events. Assume leadership roles in all board activities. Represent the organization to the public and private industry. Educate yourself about the needs of the people served. Know other board members and staff.