

Job Description:

Board Member: Director



POSITION SUMMARY

The purpose of the Board of Directors of CASA for Kids of South Central Texas (CASA) serving Austin, Colorado, Waller and Washington Counties is to provide overall policy and direction for CASA and to serve as a major resource for the leadership, strategic planning and financial support for CASA. In this regard, each member of the Board of Directors should:

- Provide and attract financial and other essential resources to CASA to enable the organization to achieve its mission, goals and objectives
- Become familiar with the mission, goals, objectives, plans, programs and activities of CASA and be an active participant in achieving their success
- Maintain strict confidentiality of all information pertaining to CASA cases or discussions that take place at Board, committee, subcommittee or task force meetings

Board Directors are voting members of the Board of Directors of CASA, unless you are an active Advocate.

RESPONSIBILITIES

A. Executive Director Supervision

- 1) Assist in the employment and evaluation of the performance of the Executive Director
- 2) Insure that a management succession plan is in place

B. Strategic Planning

- 1) Participate with the Board in developing and updating a strategic plan for the organization that is both visionary and practical
- 2) Evaluate annual organization performance and insure that progress is maintained towards long-range organizational goals
- 3) Periodically review and revise the mission statement as needed

C. Governance

- 1) Establish policies for administering the program and services—to insure compliance with National and Texas quality standards, relevant material laws affecting the organization, and prudent fiduciary responsibilities
- 2) Review agenda and supporting materials prior to board and committee meetings
- 3) Attend and add value to the meetings and activities of the Board
- 4) Participate actively as a member of two or more standing committees

D. Financial Support

- 1) Make a personal financial contribution to the organization: CASA should be one of the Board Member's top three charities
- 2) Appoint independent auditors and approve the findings of the annual independent audit
- 3) Ensure that resources are well managed by assisting in the development and approval of the annual budget, monitoring cash flow and fund balances, and reviewing annual audit and tax return.

- 4) Assist directly with fundraising by cultivating sources of community financial support, assisting in stewardship, hosting fundraising events, and participating in meetings with current and potential donors
- 5) Assist in resource development by providing CASA with access to and influence with other community sources of individual and corporate funds

E. Community Support

- 1) Be an ambassador for CASA in the community
- 2) Represent the Board at social and fundraising events of CASA and identify and foster alliances for CASA to fulfill and/or extend its mission
- 3) Propose nominees to the Board who can make significant contributions to the work of the Board and the organization

Each Board member also has the following responsibilities:

- Pass a fingerprint/criminal background/CPS history check
- Actively participate in Board, Advisory Council and committee meetings and in special events
- Attend any required training/education/retreats such as a strategic planning meeting
- Pay for meals and other expenses as applicable for Board meetings and CASA meetings/functions
- Assume board leadership responsibilities as appropriate and as possible
- Be knowledgeable about CASA programs, policies and services
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board in a timely manner

Board Member Signature/Date

Board President Signature/Date