



Board Member Position Description

Mission Statement:

The Mission of CASA for Kids, Inc. Barry & Eaton Counties is to provide volunteer advocates to work independently for the best interests of each child of service coming within jurisdiction of the Barry and Eaton County Courts.

General Expectations:

1. Attend and actively engage in Monthly Board of Director's Meetings; Review agenda and supporting materials prior to meetings.
2. Serve on committees/ task forces as required.
3. Act as an ambassador/ advocate of the CASA program in the Community. This includes development of linkages to community coalitions and partnerships and the media and general public.
4. Demonstrate dedication to CASA through example; contribute at a financial level personally comfortable. It is expected that each Board Member will contribute in a significant manner through a combination of personal giving and enlisted financial support.
5. Assist in resource development by implementing and participating in fund-raising strategies through personal influence with others.
6. Keep the director informed about any concerns the community has.
7. Be informed about the programs and services CASA provides.
8. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board in a timely fashion.

Responsibilities:

1. Develop and review written policies for administering the program and services of the organization.
2. Oversee the fiscal affairs of the corporation by approving an annual budget and regularly reviewing financial reports.
3. Appoint and evaluate the Program's Executive Director.
4. Ensure that written records of all governing body deliberations and decisions are maintained.
5. Engage in strategic and annual planning to serve as a tool for decision making and resource allocation.
6. Evaluate annual organizational performance and maintain progress toward long-term goals.
7. Maintain compliance of the program with applicable state and local statutes, court rules, executive orders and/or appropriate regulations.
8. Ensure that the financial affairs of the agency are conducted in a responsible way and in accordance with established policies and procedures.
9. Recruit possible nominees to the board who can make significant contributions to the work of the board and the organization.
10. Keep up-to-date on developments in the organization's field.
11. Follow conflict-of-interest and confidentiality policies.
12. Maintain confidentiality of the board's sessions, and speak for the board or organization only when authorized to do so.
13. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

14. Refrain from making special requests of the staff and understand appropriate board/ staff relationships.

Term: Three Years

Time Commitment: Approximately 6-8 hours per month depending on officer level and event timing

CASA is an Equal Opportunity Employer. I have received and reviewed the CASA Board Member Position Description and I certify that I am able to fulfill the expectations and responsibilities of the position with or without accommodations.

Signature

Date

Revised 12/1/2012, Reviewed, amended, and approved by the Board 12/6/2014

