



CASA Board Member Manual



CASA for Kids, Inc. Barry and Eaton Counties

PROSPECTIVE BOARD MEMBER PACKET

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Provided Upon Ratification:	
<ul style="list-style-type: none"> • Board Member Orientation Checklist • Copies of all signed documents • Policy Manual • Strategic Plan, Risk Management Plan, and Diversity Plan • Financial Information <ul style="list-style-type: none"> 1. Current Budget 2. Most Recent fiscal year end reports 3. Most recent financial audit or review • Minutes from Board Meetings from the beginning of the fiscal year to date 	



Prospective Board Member Orientation Checklist

Prospective Board Member _____

Date of Orientation Session _____

Persons Providing Orientation _____

(Executive Director and Board President or Board Vice President)

_____ I. Prospective Board member attended orientation session that includes discussion of the following:

1. Board Member Position Description
2. Child Welfare System, Court System Overview
3. Demographics, Cultural Competency, Diversity
4. Mission of the CASA program
5. Relationship to Michigan CASA and National CASA
6. List of current funding sources
7. List of current activities
8. Discussion of board member's role vs. Executive Director's Role
9. Review of Board Handbook

_____ II. Prospective Board member received the Board Handbook which contains:

_____ A. Forms to complete, sign, and return:

1. Board Member Application
2. Board Member Position Description
3. Authority to Release Information
4. Confidentiality Agreement
5. Central Registry Clearance Request
6. Disclosure and Authorization for Criminal Background Checks
7. Code of Ethics Policy
8. Conflict of Interest Policy
9. Conflict of Interest Survey

_____ B. Mission, Statement of Purpose, and Organizational Value Statement

_____ C. Board, Staff, and Volunteer Information

1. Organizational Chart
2. Board Member Position Description
3. Staff and Volunteer Position Descriptions
4. List of Current Board Members and Contact Information
5. List of Current Staff and Positions

_____ D. Bylaws

_____ E. Most recent Newsletter

_____ F. Marketing Materials

1. Program Brochure
2. Bookmark
3. Fact Sheet



Board Member Orientation Checklist

Board Member _____

Date of Orientation Session _____

Persons Providing Orientation _____

(Executive Director, Board Secretary and Treasurer)

I. Board member provided:

- _____ Signed Board Member Application
- _____ Signed Board Member Position Description
- _____ Signed Confidentiality Agreement
- _____ Signed Authority to Release Information
- _____ Signed Central Registry Clearance Request
- _____ Signed Disclosure and Authorization for Criminal Background Checks
- _____ Signed Conflict of Interest Policy
- _____ Completed Conflict of Interest Survey
- _____ Signed Code of Ethics Policy

II. Board Member received supplemental materials to the Board Handbook which contains:

- _____ Copies of their:
 - Board Member Application
 - Signed Board Member Position Description
 - Signed Confidentiality Agreement
 - Signed Authority to Release Information
 - Signed Central Registry Clearance Request
 - Signed Disclosure and Authorization for Criminal Background Checks
 - Signed Conflict of Interest Policy
 - Completed Conflict of Interest Survey
 - Signed Code of Ethics Policy
- _____ Policy Manual
- _____ Strategic Plan
- _____ Risk Management Plan
- _____ Diversity and Inclusiveness Plan
- _____ Financial Information
 - Current Budget
 - Most recent fiscal year end reports
 - Most recent financial audit or review
- _____ Minutes from Board Meetings from the beginning of fiscal year to date.



Board Member Application

Please print clearly:

Name: _____
Last First Middle

Address: _____

City/State/Zip: _____

E Mail _____

Phone: ____/____-____ Best time to contact: _____

Employer: _____

Address: _____

City/State Zip: _____

Work Phone: ____/____-____ Can you be called at work? _____

Position: _____

Current work/community activities: _____

Volunteer experience: _____

Reasons you would like to serve on this Board: _____

Please list special skills/areas of knowledge, etc. you can contribute to the Board:

Please indicate any experiences you have had with social services agencies, juvenile/family courts relating to human services issues such as abuse, neglect, substance abuse, etc.:

Please provide any additional information you feel would assist us in assessing your application (i.e. education, etc.). Please attach a resume and/or names of references to assist us in this process.

Please indicate availability for Board meetings which will take place at 5:15 p.m. on the third Tuesday of the month in Barry or Eaton County or virtually on alternate months.

☐ Yes, I will be available at 5:15 p.m. on the third Tuesday of the month

☐ I will not be available at 5:15 p.m. on the third Tuesday of the month

Acknowledgement

I declare that all of the preceding information is true and correct to the best of my knowledge. I understand that any false or misleading information given by me can disqualify me from consideration, or result in dismissal at a later time. I am required to sign releases for complete criminal background screens and a child abuse central registry clearance. I understand that convictions of or charges pending for felonies or misdemeanors involving sexual conduct, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility will disqualify me from consideration.

Signature

Date

Print Complete Name

*****Please include references on the following page.*****

References

Please list 3 references (2 professional references and 1 personal reference) who can attest to your character skills and dependability. References will be contacted.

1. Name: _____

Relationship: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone: Work (____) _____ Home (____) _____

Email: _____

2. Name: _____

Relationship: _____

Address: _____

City: _____ State _____ Zip Code _____

Email: _____

3. Name: _____

Relationship: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone: Work (____) _____ Home (____) _____

Email: _____

Applicant Signature & Date



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



Position Description for CASA Board DHHS Representative

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.

Essential Responsibilities:

1. Attend and actively engage in Monthly Board of Director's Meetings; Review agenda and supporting materials prior to meetings.
2. Serve as a liaison between the Department of Health and Human Services and CASA, providing related feedback to strengthen CASA's relationship with DHHS and address any concerns.
3. Serve on committees/ task forces as required.
4. 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.
5. Demonstrate dedication to CASA through example.
6. Assist in resource development by implementing and participating in fund-raising strategies through personal influence with others.
7. Keep the Director informed about any concerns the community has.
8. Be informed about the programs and services CASA provides.
9. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board in a timely fashion.
10. Follow conflict-of-interest and confidentiality policies.
11. Maintain confidentiality of the board's sessions, and speak for the board or organization only when authorized to do so.
12. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.
13. 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 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

Revised 12/1/2012; Reviewed, Revised and approved by the Board 12/6/14

Date



Authority to Release Information

The information requested below is essential to conduct CASA for Kids, Inc., Barry/Eaton County record checks. You are not legally required to supply this information. If you choose to withhold this information, a final decision on your application cannot be made.

Michigan Operator License Number: _____

Date of Birth: ____ - ____ - ____ Gender: _____

List any other name(s) by which you have been known or are now known:

Have you ever been convicted of a law violation other than a minor traffic offense? ____

If yes, what was the offense? _____

Date convicted: _____

End of probation, parole or court jurisdiction? _____

I hereby give my permission for the CASA for Kids, Inc. Barry & Eaton Counties, Barry County Family Court or Eaton County Probate Court, and/or the Barry or Eaton County Department of Human Services to conduct a routine criminal record check, a Central Child Abuse Registry check, a driving record check, and to obtain other reference information for the purpose of assessing my application. This release is executed by me with the full knowledge and understanding that the information obtained about me is for official use of CASA for Kids, Inc. Barry & Eaton Counties.

Signature

Date

Please Print Name _____



Confidentiality Policy and Agreement

It is a basic value of CASA for Kids, Inc. Barry & Eaton Counties (CASA) to respect the privacy of its clients, donors, members, staff, volunteers, and of the organization itself. Staff, volunteers, and board members of CASA may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of CASA that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation and will result in appropriate discipline including potential removal/dismissal.

Specific guidelines to ensure confidentiality and privacy are identified below:

Case related Information

The child and family's right to privacy is respected by maintaining confidentiality in a manner consistent with applicable laws and regulations.

- All case related information and identifying information shall be kept confidential and not discussed with anyone outside of the CASA Program staff and parties to the case (DHS/private agency caseworker, guardian ad litem, prosecuting attorney, and the court). This includes referral information regarding prospective clients.
- Volunteers have access to information regarding their assigned case as outlined in their Court Order, however, they are not able to share confidential information with such individuals or parties.
- Volunteers will maintain the privacy of written case information by maintaining their case file and other written correspondence in a place that does not allow for any breach of confidentiality. Volunteers will return their case file to the program within two weeks of case closure.
- CASA staff maintain case files in a locked cabinet.
- Care will be taken by all staff and volunteers to protect the identity of clients within electronic transmissions by omitting the client's name or using the client's initials where possible. Email correspondence will also include a confidentiality statement.
- Access to case information by other individuals is restricted without a request for information accompanied by a valid release of information/signed authorization or court order. Volunteers and staff must consult with the Executive Director before releasing information in order to determine what information may be released and to whom.
- Violation of case confidentiality can result in the discrediting of the CASA program and may result in immediate dismissal.

Organization Information

The organization's administrative, human resource, and governing information shall be kept confidential in a manner consistent with applicable laws and regulations. Information that should be confidentially maintained includes the following:

- Case related information
- Staff, volunteer, and board human resource information
- Donor information
- Organization financial information
- Governing board session information

Any questions concerning the confidentiality of specific information should be directed to the Executive Director or the Board President.

Confidentiality Agreement

I, _____, have read CASA's Confidentiality Policy and agree to abide by the requirements of the policy and inform the Executive Director or Board President if I believe any violation of the policy has occurred. I understand that violation of this policy can lead to disciplinary action, up to and including termination of my service with CASA.

Signature

Date

Printed Name

Adopted by the Board on January 9, 2015
cc. Board Member Packet, Advocate Supervisor Manual, CASA Volunteer Manual

CENTRAL REGISTRY CLEARANCE REQUEST

Michigan Department of Human Services

INSTRUCTIONS:

- An enlarged and clear copy of individual's photo identification must be attached.
- For Michigan employers, individuals and volunteer agencies, submit this request to the local County Department of Human Services. To obtain the address and fax number of **your local county DHS**, access www.michigan.gov/dhs->Inside DHS.
- For individuals seeking clearance on themselves, the results will be sent to the address on the picture identification provided.
- Outstate Children's Protective Services workers, law-enforcement, and court officials fax request to 517-241-7047 (Outstate only) on agency letterhead with cover sheet.
- All fields must be completed for processing.

**COPY PHOTO ID HERE AND RETAIN A COPY
FOR YOUR RECORDS**

**OR ATTACH A CLEAR COPY OF YOUR ID
ON A SEPARATE PAGE**

SECTION 1 INFORMATION ON PERSON BEING CLEARED

Name First, Middle, Last	AKA (Also Known As) (Maiden Name)	Social Security Number	Signature Required for individual being cleared
Address	Phone Number	Date Of Birth	

SECTION 2 REQUESTOR INFORMATION

Please Check Appropriate Box	
<input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Individual <input type="checkbox"/> I would like to pick up my results in _____ county <input type="checkbox"/> Law-Enforcement/Dept of Corrections <input type="checkbox"/> Prosecuting Attorney/Court (please provide docket number if available) _____ MI	<input type="checkbox"/> Employer <input checked="" type="checkbox"/> Volunteer Agency <input type="checkbox"/> Out-of-State Adoption and Foster Home Screening <input type="checkbox"/> Other _____

Name of Employer/Volunteer Agency/Individual CASA for Kids, Inc.		Name of CPS/Law-Enforcement or Court	
Name Becky Carson		Title Executive Director	
Address 1045 Independence Blvd., Charlotte, MI 48813		City	State
Phone 517-543-3974	Fax 517-543-8439	E-mail casadirector@eatoncounty.org	
		Date	

Employers/volunteer agencies – will ONLY receive responses of NO central registry if the name being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry history hits per CPL 722.627.

For questions about completing this form, please contact the local Michigan Department of Human Services, Children's Protective Services or CPS Program office at 517-373-6028. Mail questions to PO Box 30037, 235 S. Grand Avenue, Suite 510, Lansing, Michigan 48909

This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

DISCLOSURE AND AUTHORIZATION
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[Employer] ("the Company") may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by First Advantage Background Services Corp. ("First Advantage"), P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by First Advantage P.O. Box 105292 Atlanta, GA 30348, 1-800-845-6004, another outside organization acting on behalf of the Company, and/or the Company itself. Their Privacy Policy can be reviewed at <http://www.fadv.com/privacy-policy/>. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report at no charge if one is obtained by the Company. ☐

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. ☐

Washington State applicants or employees only:

You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Last Name _____ First _____ Middle _____

Signature: _____ Date: _____

** If you will be requesting driving records, we recommend that you have this form notarized.

Please note: Nothing contained herein should be construed as legal advice or guidance. Employers should consult their own counsel about their compliance responsibilities under the FCRA and applicable state law. First Advantage expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided herein.

Employer please note: If a Minnesota or Oklahoma consumer checks "YES" regarding the consumer report, or if a California consumer checks "YES" regarding the credit report (and you do request a credit report), please fax this form to your First Advantage service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report, unless you have made prior arrangements for First Advantage to do so on your behalf. Account Number: _____

Consumer Information

Last Name _____ First _____ Middle _____
Other Names/Alias _____
Social Security* # _____ Date of Birth* _____
Driver's License # _____ State of Driver's License* _____
Present Address _____ Phone Number _____
City/State/Zip _____
Former Employer _____ Position _____ Dates of Employment _____

*This information will be used for background screening purposes only and will not be used as hiring criteria



Code of Ethics Policy

CASA for Kids, Inc. Barry & Eaton Counties (CASA) is committed to the highest ethical standards. Based on the unique trust placed in CASA to serve the public good, we have a special obligation to act ethically.

The success of CASA and our reputation depends upon the ethical conduct of everyone affiliated with CASA. Directors, volunteers, staff and other representatives set an example for each other and for member organizations, donors and other agencies by their pursuit of excellence with high standards of performance, professionalism and ethical conduct.

This Code of Ethics is based upon our mission and guided by our vision statement.

We are mindful that these statements must be clearly articulated, communicated and continuously reinforced. In addition, more detailed policies and guidelines are often needed to bring these values into actual practice. While no document can anticipate all of the challenges that may arise, the code communicates key guidelines and will assist CASA directors, volunteers, staff, and other representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any question or concerns they have with a member of the executive board or the executive director.

1. PERSONAL AND PROFESSIONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality service, and achievement in working towards the CASA mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication, and minority opinions are valued.
- Communicate and exhibit respect and fairness toward all those with whom we come into contact.

2. ACCOUNTABILITY

CASA is responsible to its stakeholders, which include member organizations, donors, and others who have placed faith in CASA. To uphold this trust we:

- Promote good stewardship of CASA resources, including fees, grants, and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-CASA purposes.
- Observe and comply with all laws and regulations affecting CASA.

- Refrain from taking any action to fraudulently influence, coerce, manipulate, or mislead the auditors for the purpose of rendering the financial statements materially misleading.

3. SOLICITATIONS AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicting professional advancement in response to solicitations.

4. DIVERSITY AND EQUAL OPPORTUNITY

CASA is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of CASA activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veterans status, sexual orientation, or status as a qualified disabled or handicap individual.
- Support affirmative action and equal employment opportunity programs throughout CASA.
- Refuse to engage in or tolerate any other form of discrimination or harassment.

5. CONFLICT OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of CASA as well as undermine the public's trust in all CASA organizations, CASA directors, staff, and other representatives must review and sign the Conflict of Interest Policy (attached) and submit a Conflict of Interest Survey on an annual basis.

6. CONFIDENTIALITY AND PRIVACY

Confidentiality and respect for privacy are the hallmark of professionalism. We therefore:

- Ensure that all confidential, privileged or nonpublic information is not disclosed inappropriately.
- Respect the privacy rights of all individuals.

7. POLITICAL ACTIVITY

CASA encourages individual participation in civic affairs. However, as a charitable organization, CASA may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of CASA.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of CASA.

- Refrain from using any organizational financial resources or facilities to endorse or oppose a candidate for public office.
- Clearly communicate that we are not acting on behalf of the organization if identified as an official of CASA while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of CASA.

8. GUIDANCE AND DISCLOSURE

Volunteers, staff and representatives are encouraged to seek guidance from the Board of Directors concerning interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed.

Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and if needed appropriate action taken based upon the policies of the organization.
- Retaliation against the person who suspects and reports a breach in good faith will be treated as an independent breach of the code.
- CASA affirms prompt and fair resolution of all reported breaches.

I have read and agree to abide by the Code of Ethics Policy of CASA for Kids, Inc. Barry & Eaton Counties.

Signature

Date

Reviewed, Amended, and Approved by the Board, November 24, 2014
 Reviewed, Amended, and Approved by the Board, December 6, 2014
 cc. Board Member Packet



Conflict of Interest Policy

The Conflict of Interest Policy governs the conduct and involvement of Board Members, program staff, program volunteers, committee members, and paid consultants. CASA for Kids, Inc. Barry & Eaton Counties (CASA) believes in avoiding situations in which a person's business or personal interests may unduly influence or show favoritism in any decision making process. Certain situations may involve real or apparent conflicts of interest. Believing that service should not be rendered impossible solely by reason of these conflicts, such matters shall be handled through full disclosure of any such interests and noninvolvement in any decision wherein a conflict is involved. The foregoing requirements should not be construed as preventing a person from serving within his or her role or capacity within or for the organization.

Definitions:

There are two types of conflict of interest situations:

A. Self-dealing

A self-dealing situation is any transaction or decision from which the person may profit or receive monetary benefit. It includes prohibitions falling within the Internal Revenue Code (generally Section 4941 IRC) and the Michigan Charitable Trustees Powers Act (Section 14.275 MCLA). It also includes situations where the Director, committee or staff member owns 33% or more of: 1] the voting stock, 2] a partnership interest (profits & losses), or 3] a financial or benefit interest in a corporation, partnership, or other organization that is involved in a CASA transaction. Individuals are prohibited from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of the program.

B. Conflict of Loyalty

A conflict of interest exists when the person could personally benefit, either directly or indirectly, in the outcome of a decision due to his or her involvement. A conflict of interest also exists when the person has a personal interest in the outcome of a decision. A conflict of interest situation is any transaction or decision in which the person individual finds himself or herself in a position of divided or conflicted loyalties. The person is in a position of conflicting loyalties whenever another relationship significantly impacts or biases his or her decision-making ability. Relevant factors in determining a conflict of interest situation include the duration, strength, and intimacy of a personal or business relationship or affiliation and the functions performed by the individual.

Key Questions to Evaluate Conflicts and Potential Conflicts:

The following are typical categories of situations where conflicts might arise or give rise to the appearance of conflict. These categories are not all inclusive. If a particular situation is not addressed, consultation with an attorney is appropriate for help with analyzing relevant factors.

In order to help evaluate and understand actual and potential conflicts as well as situations that give rise to the appearance of a conflict, it is required that the individual involved with the conflict and the Executive Director or Board President answer the following questions and submit them to the Board of Directors. The Board of Directors will use the answers as one factor in making a decision.

A. Hiring individuals or engaging volunteers who are close relatives of current CASA staff or volunteers:

1. Given the role considered, what are the potential conflicts?
2. Have all CASA policies and procedures relevant to employment or volunteer engagement been followed?
3. Can this position be structured so that the conflicted party has no supervisory responsibilities with the relative without disrupting CASA business practices?
4. Will the conflicted party play any role in the hiring process?
5. Does this person have a unique expertise that the service cannot be obtained anywhere else?
6. What are the alternatives if this person is not employed or engaged as a volunteer by CASA?
7. Is this job integral to the success of CASA?
8. How will this appear in the eyes of the public; does it stand up to the value of “integrity in all things?”

B. CASA Board Members, staff, and volunteers who engage in paid or unpaid work outside CASA:

1. Is the other entity in the same or a similar field as CASA?
2. Are the entity’s purposes or interests in any way adverse to CASA’s mission and interests?
3. Do the entities serve the same population as CASA, and if so, what are the conflict of interest and confidentiality considerations?
4. What are the potential role conflicts?
5. Does the person have access to financial or other confidential or proprietary data or information of CASA?
6. Does the outside work detract in any way from the person’s ability to perform her/his functions related to CASA?
7. Does the outside work create a conflict of loyalty or interest between CASA and the other entity?
8. Does the outside work create any risk to CASA’s reputation?
9. How will this appear in the eyes of the public; does it stand up to the value of “integrity in all things?”

C. Contracting for products or services with the person:

1. Is this product or service integral to the success of CASA?
2. Has CASA received information from parties other than the person that addresses the quality of the service or products being acquired or provided?
3. Will the management of the delivery of the service or product within CASA be done by

- someone other than the person or other than someone who is supervised by the person?
4. How will this appear in the eyes of the public; does it stand up to the value of “integrity in all things?”
- D. A person serving on another board or other governing body who has business with CASA or with which CASA may have a potential adverse interest:
1. Is the person serving on the board of that entity as part of his or her job responsibility for CASA?
 2. Was there an advance disclosure and have both parties agreed that, in cases of conflict or where there was a direct and adverse interest/competition, there would be a mechanism for recusal, disclosure, and any other safeguards to protect CASA?
 3. Is there a plan in place for how the person will conduct himself or herself when serving on other boards?
 4. What impact will this service have on CASA ability to do its business?
 5. Will any decisions made by the person working for the other organization be made with regard to CASA best interests?
 6. What are the costs and benefits to CASA?
 7. What are the alternatives, if any?
 8. How will this appear in the eyes of the public; does it stand up to the value of “integrity in all things?”

Evaluating Conflict Situations

In order to determine an appropriate course of action, CASA will be guided by the following:

9. Compliance with the letter and the spirit of all applicable laws relevant to all parties to the transactions
10. Adherence to CASA policies and procedures
11. Ability to act within the scope of CASA values
12. Transparency
13. Avoidance of private benefit
14. Consequence to CASA from declining to participate
15. Financial or other benefit to CASA.
16. Availability of other alternatives
17. Ability to mitigate reputational risks to CASA and
18. Financial or other benefits to the other party

Prohibitions:

- People are prohibited from self-dealing.
- People are prohibited from being employed in a position or affiliated with an agency that is determined to be a conflict of interest for CASA.
- People are prohibited from serving as a Board Member and a CASA Volunteer simultaneously.
- CASA volunteers are prohibited from being related or affiliated to any parties involved in an assigned case.
- Attorneys on the Board (or other members of the attorney’s legal organization) are prohibited from the following:

- 1) Provision of legal services on behalf of CASA
- 2) Provision of legal opinions on behalf of CASA
- 3) Provision of legal analysis on behalf of CASA
- 4) Representation of any party to an abuse/neglect case served by CASA

The CASA Board will determine prohibitions related to specific conflicts of interest upon disclosure.

Disclosure:

Board Members, program staff, and program volunteers shall annually file a Conflict of Interest Survey with CASA's Executive Director, disclosing any anticipated or possible conflict situations. This disclosure shall include potential role or employment conflicts, potential relationship conflicts, other outside board involvement, any for-profit ventures used by CASA in which the person retains an interest, and any criminal charges. New potential conflicts of interests subsequent to the survey completion shall be disclosed as soon as they arise.

Any Board Member, committee, or staff member having an anticipated or possible conflict on any matter under consideration by CASA shall disclose that situation, and shall not vote or use his/her influence on the matter. The minutes of the Board Meetings shall reflect the abstention from voting.

Any volunteer having an anticipated or possible conflict of interest regarding a case related matter or other matter under consideration by CASA shall disclose that situation, and abstain from involvement regarding the matter as directed by the Executive Director or the Board.

Failure to disclose potential conflicts prior to involvement may affect the individual's continued involvement and service with the organization up to and including dismissal.

If there is any credible evidence that a person has committed a criminal or civil violation of laws pertinent to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving program funds, the CASA program shall notify Michigan CASA and National CASA.

I have read and agree to abide by the Conflict of Interest Policy of the CASA for Kids, Inc., Barry & Eaton Counties.

Signature

Date

Reviewed, Amended, and Approved by the Board November 24, 2014
Reviewed, Amended, and Approved by the Board January 20, 2015
Reviewed, Amended, and Approved by the Board February 17, 2015
cc. Board Member Packet, CASA Volunteer Manual



Conflict of Interest Survey

Year: _____

Name: _____

Present Occupation: _____

Title: _____

If Applicable:

Spouse's Name: _____

Spouse's Present Occupation: _____

Spouse's Title: _____

Definitions:

Affiliated/Affiliation refers to the following: spouse, domestic partner, child, mother, father, sibling; any corporation, business, or non-profit organization which you serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate on which you have a substantial interest or in which you serve as a trustee or in a similar capacity.

Disclosures:

Certain affiliations may pose a conflict of interest and could preclude your involvement with CASA for Kids, Inc. Barry & Eaton Counties.

With regard to your service with CASA for Kids, Inc. Barry & Eaton Counties (CASA), please disclose any following potential conflicts of interest:

- a. Please list the names of community boards, charities, or corporations in which you or an affiliated individual serves. Please include any position held with that entity.

- b. Please disclose all other paid employment, volunteer, or contact work.

c. Please describe any conflicting or limiting factors due to business rules, relationships, or activities of your current employer that may limit your participation with CASA.

d. Please list your affiliation with any known vendor, supplier, or other party providing or bidding for providing services, having a direct or indirect interest in any business transactions, agreement, or investment with CASA.

e. Please list any known business dealings or transaction with a funder, contributor, or supplier of CASA that could result in benefit to you.

f. Please list any legal proceedings that could pose a conflict of interest or adversely affect CASA and any criminal charges.

g. Are you affiliated with any CASA staff or volunteers? If yes, please list.

I hereby confirm that the disclosures made above are complete and correct to the best of my information and belief. I understand that the Board or the Director will determine my ability to participate in discussion or decision making of any matter related to any potential conflict of interest. I agree that if I become aware of any new information regarding potential conflicts of interest, or that I have not complied with the conflict of interest policy, I will notify the Executive Director or Board President immediately.

Signature

Date

Adopted by the Board December 6, 2014
Reviewed, Amended, and Approved by the Board January 20, 2015
Reviewed, Amended, and Approved by the Board February 17, 2015
cc. Board Member Packet, CASA Volunteer Manual



CASA for Kids, Inc. Barry & Eaton Counties

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.

Statement of Purpose

The purpose of CASA for Kids, Inc. Barry & Eaton Counties is to provide a strong personal advocacy for abused and neglected children within Barry and Eaton Counties, as well as furnishing thorough in-depth, objective information to the court and system professionals.

Organizational Values Statement

"CASA for Kids" believes that we are advocates, trained citizen volunteers who care about children in the Barry and Eaton communities.

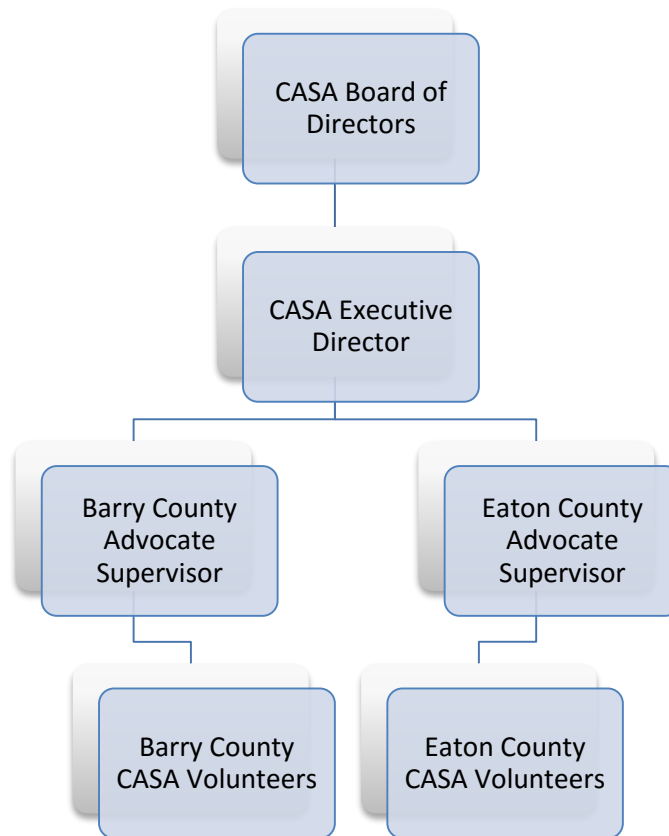
"CASA for Kids" stands for children's rights and protecting those rights. We believe it is in the child's best interest to grow up in a safe and healthy environment. We believe that the work of CASA should be conducted with ethical integrity, conducting ourselves with respect and dignity for the rights of other people. We understand that what is normal for us may not be normal for others; that we must look beyond the vision we have for ourselves so that we accept the differences in our culture. We realize that the Juvenile Court can use assistance in making decisions for children in order that these children reach their full potential as citizens of the world. We stand in support of the children and the court. We stand as a voice for each child who needs one.

"CASA for Kids" is a cross section of individuals from different walks of life and from different agencies. Though diverse in many ways, we are all concerned about the children in our communities who suffer from abuse and neglect and are dedicated to their cause. This Board shall strive to become more diverse, with minority and consumer participation so that we may more fully reflect the community we represent.

"CASA for Kids" will strive to find individuals for the Board of Directors and CASA Volunteers who care about children. They will be people who understand the goals of "CASA for Kids" and are willing to make a commitment to these goals. Each person must be willing to protect children from a system that threatens to re-victimize the children. We recognize that we need people with different personality types; people with both time and the talent to serve "CASA for Kids"; people with skills in organization, resource development and marketing. "CASA for Kids" will seek out people with a vision of growth and development for CASA and are open to the challenges before them.



Organizational Chart





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



Position Description for CASA Board DHHS Representative

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.

Essential Responsibilities:

10. Attend and actively engage in Monthly Board of Director's Meetings; Review agenda and supporting materials prior to meetings.
11. Serve as a liaison between the Department of Health and Human Services and CASA, providing related feedback to strengthen CASA's relationship with DHHS and address any concerns.
12. Serve on committees/ task forces as required.
13. 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.
14. Demonstrate dedication to CASA through example.
15. Assist in resource development by implementing and participating in fund-raising strategies through personal influence with others.
16. Keep the Director informed about any concerns the community has.
17. Be informed about the programs and services CASA provides.
18. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board in a timely fashion.
- 14 Follow conflict-of-interest and confidentiality policies.
- 15 Maintain confidentiality of the board's sessions, and speak for the board or organization only when authorized to do so.
- 16 Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.
- 17 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 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

Revised 12/1/2012; Reviewed, Revised and approved by the Board 12/6/14

Date



Executive Director Position Description

Summary:

The Executive Director is ultimately responsible for the overall management of “CASA for Kids” of Barry and Eaton Counties and all aspects of the program’s operations. This primarily involves the advancement and administration of a volunteer service program. CASA, Court Appointed Special Advocates, provides services to abused and neglected children.

Key responsibilities include, but are not restricted to:

1. Resource development and maintenance
2. Community, court and public relations
3. Fiscal management
4. Agency and program planning
5. Personnel management
6. Program liaison to the Board of Directors
7. Supervision of volunteer coordination and court activities

1. RESOURCE DEVELOPMENT AND MAINTENANCE

- A. Research and prepare grant proposals and funding applications
- B. Continue to develop and maintain a donor base for both monetary and non-monetary resources
- C. Develop and maintain a donor tracking system
- D. Work with Board in any fund-raising events or activities

2. COMMUNITY AND PUBLIC RELATIONS:

- A. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.
- B. Develop and maintain relationships with all appropriate groups, agencies and organizations, and any other child advocacy agencies and community service organizations.
- C. Liaison to the court
- D. Oversee release of press packets and news releases, and follow up of any media coverage.
- E. Be available for public speaking engagements.

3. FISCAL MANAGEMENT:

- A. Manage day-to-day fiscal operations

- B. Submit monthly and quarterly reports to grantors (as required).
- C. Review and approve all monthly and quarterly reports and documentation to substantiate these reports.
- D. Submit bills and expenditures to the treasurer for reimbursement and accounting.
- E. Assist in developing agency annual budget.
- F. Maintain 501 (C)(3) tax exempt status.

4. AGENCY AND PROGRAM PLANNING

Short Term:

- A. Assure all necessary forms are filed with the appropriate agency for permits, memberships, licenses, etc.
- B. Prepare quarterly program reports.
- C. Keep Juvenile Court Administration and other Child Welfare agencies apprised of agency directives and activities.
- D. Oversee agency and program compliance with established policies and procedures.

Long Term:

- A. Develop, implement and maintain tracking systems for both volunteer and caseload files.
- B. Develop and initiate time-oriented strategic plans to establish agency goals (e.g., 1-year, 5-year, 10-year plans.)
- C. Review program/agency progress and compare to goals and objectives.
- D. Assure agency compliance with National and Michigan CASA standards.
- E. Attend and work with National and Michigan CASA programs through conferences and meetings.

5. PERSONNEL MANAGEMENT:

- A. Hire and supervise administrative and management staff.
- B. Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency.
- C. Prepare yearly performance evaluations (oral and written) for all administrative and management staff, maintain confidential employee files in a secure setting.
- D. Identify, coordinate and oversee staff development opportunities.

6. BOARD OF DIRECTORS LIAISON:

- A. Attend all Board meetings.
- B. Oversee implementation of all Board directives, policies and procedures.
- C. Keep Board apprised of agency operations, changes and problems.
- D. Monitor Board/Committee activities and attend Committee meetings.
- E. Assist in the recruitment of new Board members.

7. SUPERVISION OF VOLUNTEER COORDINATION AND COURT ACTIVITIES

- A. Oversee the recruitment, screening, interviewing and training of new volunteers.
- B. Supervise the disbursement of cases to appropriate volunteers and all required follow up paperwork and processes
- C. Oversee and be available to assist in development of initial case plans and on-going strategies for advocacy
- D. Supervise all interactions with the respective courts including distribution of reports, tracking of court dates and hearing attendance by Advocate Supervisors. Attend hearings in both Barry and Eaton Counties whenever possible.
- E. Ensure volunteer and Advocate Supervisor interactions with the court maintain the integrity of the CASA program.
- F. Provide assistance and consultation for volunteers as needed and/or requested
- G. Supervise the preparation of volunteer evaluations annually
- H. Organize, with the Board, the annual volunteer appreciation event

QUALIFICATIONS:

This position requires a minimum of a Bachelor's degree in Human Services, Public or Business Administration with a minimum of 3 years related experience in administration of volunteers, a non-profit agency, or a public service agency. A candidate with a Bachelor's degree in Social Work, Psychology or a related area with requisite experience in administering an organization or division involved in human social services would also qualify. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning, and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills are given priority.

CASA is an Equal Opportunity Employer. I have received and reviewed the CASA Executive Director Job Description and I certify that I am able to complete the essential functions of the job with or without accommodations.

Signature

Date

Reviewed, revised, and approved by the Board on 12/6/2014



Advocate Supervisor Position Description

GENERAL DESCRIPTION:

The Advocate Supervisor provides professional services to CASA volunteer advocates ensuring that children involved with the CASA program receive sound advocacy and timely permanency planning. The Advocate Supervisor is responsible for volunteer supervision, recruitment, retention, training and coordination of cases.

QUALIFICATIONS

1. Bachelor or master's degree in social science-related field or 3 years experience in volunteer coordination and/or human services.
2. Ability to communicate with, recruit, supervise and empower volunteers to be effective in their roles. Experience with volunteers given preference.
3. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect. Experience working with such families given preference.
4. The ability to work cooperatively with different types of personalities.
5. Commitment to the goals and mission of CASA for Kids.

SUPERVISION

The Advocate Supervisor reports to the Executive Director.

DUTIES

- A. Volunteer Supervision
 1. Develop and implement plans for volunteer recruitment.
 2. Provide and/or oversee volunteer training.
 - a. Use established curriculum and procedures. Plan, implement, and evaluate participant-based training for new volunteers.
 - b. Conduct monthly in-service meetings with CASA volunteers. Keep records of agendas, minutes, and attendance.
 3. Assign cases, review and approve monthly reports and court reports. Provide feedback on assignments through regular documented contact with volunteers.
 4. Provide technical assistance, guidance, support, and information to volunteers.
 5. Complete written annual evaluations for all CASA volunteers and provide copies to Executive Director.
 6. Resolve casework or interpersonal problems with CASA volunteers.
 7. Identify and use methods to recognize contributions of CASA volunteers.
 8. Keep necessary and appropriate volunteer records as directed by the Executive Director.

B. Case Management

1. Coordinate and retain required documentation on all CASA cases.
2. Enter required information in CASA Manager database to track volunteers and their casework.
3. Initiate orders for assignment of volunteers to cases.
4. Consult with CASA volunteers about problems or concerns.
5. Attend court hearings and maintain court calendar.

C. Program Activities

1. Attend conferences and workshops for professional development of self and volunteers.
2. Assist in community outreach about the mission of the CASA for Kids program.
3. Work with other agencies to develop cooperative relationships and resolve problems.
4. Identify and keep informed about available human resources for children and families.
5. Assist in arranging local media contacts and make presentations to increase public awareness for the CASA program.
6. Assist in fund raising activities.
7. Other duties as may be assigned by the Executive Director or the Chairperson of the Board.

CASA is an Equal Opportunity Employer. I have received and reviewed the Advocate Supervisor Job Description and I certify that I am able to complete the essential functions of the job with or without accommodations.

Signature

Date

Revised. 8/1/2014



Court Appointed Special Advocate Position Description

Position Title: Court Appointed Special Advocate (CASA Volunteer)
Status: Volunteer
Reports To: Advocate Supervisor or Director

Position Objectives:

- Provide advocacy to ensure the best interest for children in the system due to abuse or neglect.
- Provide independent, factual information to the court regarding children in assigned case.
- Factually and objectively report findings and observations to the court in a Court Report.
- Monitor assigned case until the terms of the court order have been fulfilled and the child has permanency.

Duties and Responsibilities:

- Complete 30 hours of training with additional court room observation time prior to being assigned a case.
- Maintain confidentiality in all matters related to CASA cases.
- Visit face to face with each assigned child weekly, and make other contacts as necessary.
- Obtain a first-hand clear understanding of the child's needs and the situation by reviewing all relevant documents or records and meeting with the child, parents, placement, caseworkers, social workers, and teachers.
- Obtain information from mental health, educational, and other community systems involved with the child to ensure the child's needs are met in these areas.
- Participate in other meetings regarding the child (i.e. Family Team Meetings, school meetings).
- Maintain ongoing communication with the foster care worker, guardian ad litem, care taker and other involved professionals.
- Complete an independent assessment of each case and report information, significant case developments, and fact based recommendations in a Court Report.
- Make recommendations for specific appropriate services for the child and, when appropriate, the child's family.
- Make recommendations concerning permanency for the child and/or monitor progress towards the identified permanency plan.
- Discuss all recommendations concerning the case with Supervisor prior to submitting them in a Court Report.
- Submit completed Court Reports in the accepted report format to the Supervisor 10 days prior to each scheduled hearing date. The Supervisor will distribute the report to all parties.
- Attend court hearings for the case and provide court testimony on behalf of the child's best interest.
- Monitor and follow up on case progress and compliance with court orders and the service plan.
- Maintain complete case records, including appointments, meetings, and information gathered about the child and the child's life circumstances.
- Return case file to the program upon case closure.
- Report suspected child abuse and neglect to the CASA Supervisor, Centralized Intake for reporting suspected abuse and neglect, and to the child's foster care worker.
- Consult/meet regularly with Supervisor concerning assigned case.
- Participate in a minimum of 12 hours of ongoing training annually.
- Attend an annual face-to-face evaluation session with Supervisor.
- Complete the CASA Volunteer Monthly Progress Report.
- Report hours on a monthly basis.

- Report any changes in background check status.

Parameters:

- CASA Volunteers are prohibited from serving on cases where they may know any of the parties or have an interest in the outcome other than the best interests of the child.
- CASA Volunteers are prohibited from providing direct services to clients or families unless previously authorized to do so by the CASA Director. Direct services include, but are not limited to therapeutic counseling, supervising visits, providing legal advice, providing mental health advice, and arranging appointments such as medical or counseling appointments.
- CASA Volunteers do not provide diagnoses for medical, educational or psychiatric needs.
- CASA Volunteers are prohibited from questioning a child regarding a precipitating incident or allegation involving child abuse or neglect.
- CASA Volunteers are prohibited from talking with a judge about a case unless in court where all dialogue is recorded.
- CASA Volunteers are prohibited from obtaining information regarding parents without a signed consent form.
- CASA Volunteers are prohibited from making promises to clients regarding outcomes of hearings, placement of children or other issues defined by Court order or agency role descriptions.
- CASA Volunteers are prohibited from withholding information or promising to keep a secret.
- CASA Volunteers are prohibited from violating the child's confidentiality.
- CASA Volunteers are prohibited from transporting children.
- CASA Volunteers are prohibited from having a child at their home.
- CASA Volunteers are prohibited from using court orders or their CASA ID to access any information other than information for their assigned case.
- CASA Volunteers are prohibited from discussing information with the media.
- CASA Volunteers are prohibited from representing the organization with the press or through other official correspondence, including use of the organization's letterhead.

Qualifications:

- Must be at least 21 years of age.
- Must have access to transportation.
- Must successfully pass screening requirements which include a written application, personal interview, three personal references, criminal background check, and Child Abuse Central Registry check.
- Must successfully complete at least 30 hours of initial CASA Training.
- Must be able to communicate effectively both orally and in writing.
- Must be polite and professional with dealing with other interested parties in the case.
- Must be able to respect and relate to people from various backgrounds (cultural, economic, and educational).
- Must be able to gather and record factual information accurately.
- Must be able to maintain objectivity.
- Must be able to keep the child's best interest as the priority.
- Must be able to keep information confidential and work within established program guidelines.
- Must be able to remain on an assigned case until it closes.

Average Time Commitment: 8-10 hours per month

CASA is an Equal Opportunity Organization. I have received and reviewed the CASA Volunteer Position Description and I certify that I am able to complete the essential functions of the position with or without accommodations.

Signature

Date



Current Board Member List

Jason Beebe, Board President, 2013

Fifth Third Bank, District Manager, Mid Michigan South, AVP

- Work: 517.782.5340 Home Address: Work Address:
- Cell: 517.652.5266 3225 Smithville Rd. Fifth Third Bank
- Home: same as cell Eaton Rapids, MI 48824 1190 W. Argyle St.
- Email: Jason.beebe@53.com Jackson, MI 49202
- Affiliations:
CASA for Kids, Inc. Barry & Eaton Counties, Board President, 2012 - Present; Board VP, 2011; Board Member, 2010

John Bailey, Vice President, 2015

Pastor, Charlotte Church of Christ

- Cell: 517.231.0820 Home Address: Work Address:
- Email: beetlebailey19@gmail.com 706 Pleasant St. Charlotte Church of Christ
- Home: 517.543.5543 Charlotte, MI 48813 64 Van Sickle Dr.
- Affiliations:
CASA for Kids, Inc. Barry & Eaton Counties, Board Vice President, 2013; Board Member, 2012
CanDo (Charlotte Area Networking for Development and Opportunity, Chairman, 2012; Vice Chair, 2011
Crosswalk Teen Center, Board Member
Charlotte Church of Christ, Pastor

Jessica Fox, Secretary/Treasurer, 2012

Attorney, Nolan, Thomsen & Villas, PC

- Work: 517.663.3306 Home Address: Work Address:
- Cell: 517.231.0311 1713 West Lawrence Highway Nolan Thomsen & Villas
- Email: jsf_law@yahoo.com Charlotte, MI 48813 239 South Main St.
- Affiliations:
CASA for Kids, Inc. Barry & Eaton Counties, Secretary/Treasurer, 2012-Present; Secretary, 2010-11
State Bar of Michigan, Admitted November 13, 2007
Federal Bar Association for Western District of Michigan, Admitted January 24, 2008
Federal Bar Association for Eastern District of Michigan Admitted December 2, 2008
National Federal Bar Association, 2008-Present

American Bar Association, 2005-Present
American Inns of Court
Thomas M. Cooley Law School Chapter 2008-Present
Women Lawyers Association of Michigan 2008-Present
National Association of Women Lawyers 2011-Present
Eaton County Bar Association, 2008-Present
Ingham County Bar Association, 2009-Present

AMERICAN BAR ASSOCIATION ACTIVITIES

American Bar Association Young Lawyer Section 2007-Present
American Bar Association Family Law Section 2008-Present

STATE BAR OF MICHIGAN ACTIVITIES

State Bar of Michigan Young Lawyer Section, 2007-Present
State Bar of Michigan Probate and Estate Planning Section, 2008-Present
State Bar of Michigan Family Law Section, 2009-Present
State Bar of Michigan Animal Law Section, 2007-2008
State Bar of Michigan Environmental Law Section, 2007-2009
State Bar of Michigan Justice Policy Initiatives, 2009-Present
State Bar of Michigan Representative Assembly, 2011-Present

INGHAM COUNTY BAR ASSOCIATION ACTIVITIES

Ingham County Bar Association Family Law Section, 2009-Present
Ingham County Bar Association Young Lawyers Section, 2009-Present
Ingham County Bar Association Probate & Trust Section, 2009-Present

COMMITTEES

State Bar of Michigan Publications and Website Advisory Committee 2011-Present
Ingham County Bar Association BRIEFS Committee, 2009-Present; Co-Chair 2011-Present
Ingham County Bar Association Education Committee, 2010-Present; Chair 2010-Present
Ingham County Bar Association Events Committee, 2011-Present
Federal Bar Association ED of MI Younger Lawyers Committee, 2009-Present
Federal Bar Association ED of MI Pro Bono Committee, 2009-Present
Federal Bar Association ED of MI Social Justice Committee, 2009-Present
Federal Bar Association ED of MI Newsletter Committee, 2009-Present
American Bar Association Young Lawyer Section
Access to Legal Services Committee, 2009-Present
Family Law Committee, 2009-Present
Women in the Profession Committee, 2009-Present
American Bar Association Family Law Section
Alimony and Spousal Support Committee, 2009-Present
Young Lawyers Committee, 2009-Present
Child Support Committee, 2009 -Present
Domestic Violence Committee, 2009-Present
Custody Committee, 2009-Present
Marital Property Committee, 2009-Present
Women Lawyers Association of Michigan Bylaws Committee 2011
Jean King Leadership Award Committee 2011
Candidate Rating and Endorsement Committee 2012
Abundant Life Fellowship Church

Jon Zamora, Board Member, 2015

Advisory Manger, KPMG LLP

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Tricia Warren, Board Member 2016

Attorney, Michigan Court of Appeals

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- Affiliations:
CASA for Kids, Inc. Barry & Eaton Counties, Board Member
Michigan Bar Association; Michigan Pride
Ingham County Bar Association
Reading Rainbow

Bryan Wade, Board Member 2016

IT Manager, Auto-Owners Insurance Company

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- Affiliations:
CASA for Kids, Inc. Barry & Eaton Counties, Board Member
Charlotte Church of Christ

Becky Carson, Executive Director (Non Board Member)

- Work: 517-543-7500 ext 1648
- Cell: 517-749-7353
- Home: Same as cell
- Email: casadirector@eatoncounty.org

Home Address:
617 N. Magnolia Ave.
Lansing, MI 48912

Work Address:
1045 Independence Blvd.
Charlotte, MI 48813



Current Board Members



Jason Beebe, Board President

Jason Beebe joined the CASA Board in 2010. He has worked in banking for 16 years and currently serves as a District Manager for Fifth Third Bank. Jason was a long time resident of Charlotte, and more recently joined the Eaton Rapids community. His bond with CASA's mission stems from his adoption at a young age into a large loving family. He possesses an incredible dedication to the CASA Board and his management strengths and commitment have served to navigate and support CASA through transition, development, and growth.



John Bailey, Board Vice President

John Bailey joined the CASA Board in 2012 and previously volunteered as a CASA volunteer. John has served as the Pastor of Charlotte Church of Christ for the last ten years. He and his wife, Sharon (of 38+ years) moved to Charlotte after John completed a 23 year career in the cable television business. They have two sons whose families now have brought six grandchildren into their lives. He graduated from Spring Arbor University majoring in Human Resource Management and has a Master's Degree from Ohio University in Telecommunications Management. He holds the work of CASA dear as he feels God's heart in serving the children. John's wisdom and heart for service to the community permeates his contribution to CASA's mission.



Jessica S. Fox, Treasurer

Jessica S. Fox joined the CASA Board in 2009. Jessica is an attorney at Nolan, Thomsen & Villas, P.C. in Eaton Rapids, Michigan. Her primary practice areas are Family Law and Probate/Estate Planning. Jessica currently lives in Charlotte, but was born in Hastings, where her extended family still resides. Jessica began volunteering in high school to serve community meals to individuals once a week and has continued to volunteer for different organizations ever since. Jessica is honored to serve on the board of a number of organizations. When not practicing law or attending board meetings she likes to take photographs, scrapbook, and run.



Tricia Warren, Board Secretary

Tricia joined the CASA Board in 2013 and previously served as a CASA volunteer. Tricia is currently an accomplished attorney at the Michigan Court of Appeals. She also recently married her husband, Jared Warren who is an IT professional at Liquid Webb. Tricia has always enjoyed volunteering. She was a Girl Scout throughout elementary, middle, and high school, which afforded her the opportunity to travel to Mexico to help construct a hospital in a rural village. Throughout college, she volunteered to mentor children below grade level in reading and later began volunteering with CASA in 2008. She was a consistent advocate for a case that had numerous workers and transitions before the children obtained permanency. When she is not volunteering, Tricia enjoys reading, writing, and making jewelry.



Jon Zamora, Board Member

Jon Zamora joined the CASA Board in 2012. Jon and his wife Shelly are 14 year residents of Eaton Rapids coming previously from Lansing. Jon and Shelly's family consists of five children and 6 grandchildren. Jon is a Manager with KPMG LLP's advisory practice bringing his 25+ years of experience in Information Technology (IT), consulting, and process development to CASA's Board. Jon and Shelly have become part of the CASA team because they believe that each child deserves a loving family and a chance at a fulfilling life. Jon and his wife bring endless positive energy and innovation to CASA. John's hobbies include traveling, auctioneering, and spending time with family.



Bryan Wade, Board Member

Bryan Wade joined the CASA Board in 2013. Bryan is a Manager in Information Technology at Auto-Owners Insurance Company, located in Lansing where he has worked since 1996. He started as a Senior Programmer and has been in various management positions for the last 12 years. Bryan previously worked at a software development company for 16 years designing software for insurance companies. Bryan's special interests include woodworking, boating, photography, and being with family and grandchildren. His wife, Cindy, has also generously supported CASA by making quilts for the children. Bryan has a long history of working with children through Boy Scouts as a mentor for young boys. He has an incredible inward passion to ensure children have a safe and caring home where they can grow and thrive. Bryan's passion for CASA's mission is a treasure.

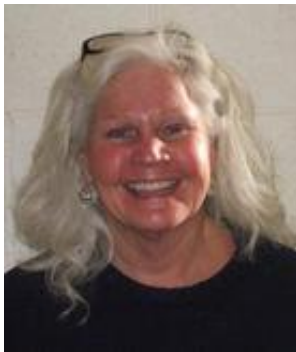


Current Staff and Positions



Becky Carson, Executive Director

Becky joined CASA for Kids, Inc. Barry & Eaton Counties as the Executive Director in July of 2011 bringing 18 years of experience in the neglect abuse system. She previously served children and youth in a residential treatment program in various capacities. Her professional experience covers a range of areas related to child welfare and leadership. She has led quality improvement efforts over the years, and possesses an unwavering desire to see that youth in the system receive the services they need while partnering together with individuals and agencies to serve their best interest. She believes in the power of relationships to make a life changing difference. Becky lives in Lansing with her beloved golden retriever.



Karen Dyer, Advocate Supervisor

Karen Dyer joined CASA as the Advocate Supervisor in Barry County in the fall of 2013. Karen is no stranger and comes with a wealth of experience in child welfare. She began her career with the Department of Human Services as a caseworker and maintained various positions over the years working with children and families in the system. Karen retired from the Department of Human Services after 35 years in child welfare as the Program Manager in Barry County in January of 2013. Her experience now helps volunteers advocate effectively for children and families and support of the work of the Court and the Department of Human Services. Karen's passion for children is evident and she believes fully in the "pure" work of CASA's mission. Her warmth touches everyone and volunteers are privileged to glean from her experience.



Kathryn Huston-Smith, Advocate Supervisor

Kathryn Huston-Smith joined CASA as an Advocate Supervisor in Eaton County in the fall of 2014. Kathryn began her career in child welfare case management and came back to her passion to serve the best interest of children in the foster care system after working for a number of years in the schools and raising her three beautiful children. Kathryn has a vibrant and engaging personality as well as an incredible compassion for people. Her education and case management background provide her with the expertise to mentor volunteer advocates and facilitate effective advocacy within the child welfare system and in Court. Kathryn has an infectious positive attitude and values building positive relationships with partners while empowering volunteers speak for the best interest of children.



BYLAWS OF CASA FOR KIDS, INC. BARRY & EATON COUNTIES

(A NONPROFIT CORPORATION)

ARTICLE I

OFFICES

SECTION 1.01: NAME

The Name of the organization shall be CASA for Kids, Inc. Barry & Eaton Counties, and may be referred to as CASA.

SECTION 1.02 PRINCIPAL OFFICE

The principal office of the corporation is located at 1033 Healthcare Dr., Charlotte, MI 48813 with an address of 1045 Independence Blvd., Charlotte, MI 48813, in Eaton County, State of Michigan.

SECTION 1.03 CHANGE OF ADDRESS

The designation of the county of the corporation's principal office may be changed by amendment of these bylaws. The CASA Board members may change the principal office from one location to another within the designated county by noting the changed address and effective date below, and such changes of addresses shall not be deemed, nor require, as amendment of these bylaws.

SECTION 1.04 OTHER OFFICES

The corporation may also have offices at such locations within state of incorporation, where it is qualified to do business, as its business and activities may require, and as the CASA Board members may designate.

ARTICLE II

NONPROFIT PURPOSES

SECTION 2.01 IRC SECTION 501 c (3) PURPOSES

- a) This corporation is organized exclusively for one or more of the purposes as specified in Section 501 c (3) of the Internal Revenue Code.
- b) Upon dissolution of this corporation, any assets that remain shall only be distributed to another corporation/organization that is tax exempt according to Section 501 c (3) of the Internal Revenue Code.

SECTION 2.02 SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of CASA shall be

- a) to provide volunteer advocates to work independently of the court system for the best interests of each child in need of service coming within the jurisdiction of the Barry and Eaton Courts.
- b) to recruit and support the professional growth and development of volunteers who serve as court appointed special advocates.
- c) to solicit, accept, and receive contributions of money, grants, and other real and in-kind services from individuals, businesses, foundations, corporations, and governmental unites to be used by the corporation in the furtherance of its purposes;
- d) to invest and administer gifts, bequests, devises, and grants made for the foregoing purposes;
- e) to participate in the normal functions, operations, and pursuits incidental to a fully recognized and operational non-profit program as permitted under the laws of the State of Michigan.

ARTICLE III MEETINGS

SECTION 3.01: ANNUAL MEETINGS

The election of the CASA Board officers shall be held each year on the third Tuesday of January, at 5:15 p.m., unless action is taken by the CASA Board to designate a different time.

If the election of the CASA officers shall not occur either by written consent or by meeting in the month of January, then the officers shall call a special meeting as soon as conveniently possible. At such meeting, the election of the officers shall take place.

SECTION 3.02: REGULAR MEETINGS, AMENEDED

A minimum of one (1) annual meeting and three (3) additional meetings with at least one (1) meeting per quarter will be scheduled each year for CASA. The annual meeting must be a face to face meeting and the remaining meetings can be face to face, virtual or conference call. Special meetings may be called as identified in Section 3.03

SECTION 3.03: SPECIAL MEETINGS

Special meetings for any purpose may be called by the President, or in his/her absence the Vice-President or Secretary and shall be called at any time upon written request of a majority of the CASA Board members, Business transacted at an special meeting shall be confined to the matters stated in the call. It shall be the duty of the secretary to notify all board members of a special meeting in accordance with the provisions set forth in these bylaws.

SECTION 3.04: MEETINGS QUORUM

A simple majority of seated CASA Board members must be present at a meeting, regular or special, to qualify as a quorum.

Section 3.05: NOTICE OF MEETINGS

The CASA Board members shall determine the schedule for its meetings. Notice of any special meeting shall be given by mail, in person, by telephone, email or fax to every Board member of CASA.

ARTICLE IV CASA BOARD MEMBERS

SECTION 4.01: NUMBER

The corporation shall have be governed by ten (10) to fourteen (14) members, representing the two (2) counties, and collectively known as the CASA board. These members shall collectively be known as the CASA Board. The Department of Human Services (DHS) Director or designee shall serve on the Board as *ex-officio*, unless designated by the Board as a voting member, as a joint representative from both counties.

SECTION 4.02: QUALIFICATIONS

Board members shall be of the age of majority in this state.

SECTION 4.03: ELECTION AND TERM OF OFFICE

Unless otherwise provided for by the Articles of Incorporation or by these Bylaws, the following provisions shall govern the election and terms of the office of the CASA Board.

- a) Officers of the CASA Board shall be elected by majority vote of the Board at each annual meeting. If the officers are not elected at the meeting, the election may be held at a special meeting called within a reasonable period of the time for that purpose.
- b) Original terms of office shall be staggered as follows:
 - Three year term- elect four (4) members, two (2) from each county
 - Two year term- elect four (4) members, two (2) from each county
 - One year term- elect two (2), one (1) from each county.

Following the formation of the initial Board, all members shall subsequently be elected to a term of three (3) years. If any member vacates his/her position from the CASA Board before said term expires, the appointed replacement member will serve out the vacated term.

SECTION 4.04: OFFICERS

The CASA Board shall be comprised of the following offices:

1. Chairperson of the Board, who shall also serve as President of the Corporation;
2. Vice-Chairperson of the Board, who shall also serve as Vice-President of the Corporation;
3. Secretary of the Board, who shall serve as Secretary of the Corporation, and,
4. Treasurer of the Board, who shall also serve Treasurer of the Corporation.

SECTION 4.05: POWERS

Subject to the provisions of the Michigan Corporation Code and any limitations in Articles of Incorporation and these Bylaws relating to action required or permitted to be taken or approved by the Board members of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the CASA Board.

The CASA Board will serve as an executive board to assist in conducting Corporation affairs. Committees may be set up to carry out specific actions or responsibilities as defined by the officers and Board members. The chairperson of any committee must be a member of the CASA Board. In addition, paid staff members may be appointed to oversee operations of the Corporation.

SECTION 4.06: TERM OF OFFICE

Officers will serve a one (1) year term with the option of succeeding themselves. There will be no line of succession among the designated officers. An officer may be reelected to fill a different position within the Board for separate terms of office pursuant to normal procedures.

SECTION 4.07: INDEMNIFICATION

The corporation shall indemnify and hold harmless all members or officers of the Board against expenses actually incurred by them in the connection with the defense of any action, lawsuit or proceeding in which they are made parties by reason of being or having been Board members, except in relation to matters as to which any member shall be adjudged in any action, lawsuit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

ARTICLE V
EXECUTION OF INSTRUMENTS

SECTION 5.01 AUTHORITY FOR EXECUTION OF INSTRUMENTS

The President and Secretary of the Board are authorized to enter into any contract and execute and deliver any instrument in the name and on behalf of the corporation. Any other officer of the CASA Board may be authorized to enter into a contract and execute and deliver any instrument in the name of and on behalf of the corporation if so designated by a majority vote at the annual meeting.

SECTION 5.02: EXECUTION OF INSTRUMENTS

Formal contracts, promissory notes, and other evidence of indebtedness of the corporation and other corporate instruments or documents shall be executed or signed or endorsed by two of the four elected officers of the Board, unless otherwise required by law.

ARTICLE VI
DUTIES OF OFFICERS

SECTION 6.01: DUTIES OF THE PRESIDENT

The President shall serve as the chief executive officer of the corporation and shall supervise and control the affairs of the corporation and the activities of the officers. The President shall perform all duties incident to the office and such other duties as may be required by law, the Articles of Incorporation, or by these Bylaws. The president shall preside at all meeting of the CASA Board with the exception noted in Section 6.02.

SECTION 6.02: DUTIES OF THE VICE-PRESIDENT

In the absence of the President, the Vice- President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all restriction of the office. The Vice-President shall have other powers and perform such other duties as may be prescribed by law, by the Article of Incorporation, or by these Bylaws.

SECTION 6.03: DUTIES OF THE SECRETARY

The Secretary shall certify and keep at the principal office of the corporation the original or a copy, of these Bylaws as amended or otherwise altered to date. In addition, the Secretary shall maintain an up to date file of certified minutes of monthly Board meetings.

SECTION 6.04: DUTIES OF THE TREASURER

The treasurer shall be responsible for the clerical and financial details of the corporation as defined by the CASA Board.

ARTICLE VII BYLAWS

The board of Directors of the Corporation may amend, repeal, or adopt new Bylaws so long as such Bylaws are consistent with the Articles of Incorporation and with the law. All amendments to the Bylaws must be made at either the annual meeting or at a special meeting called with notice to all Board members of proposed amendments to the Bylaws.

Adopted on the 17th day of February 2015

Secretary
CASA for Kids, Inc.

Adopted by the Board
Reviewed and Amended by the Board May 20, 2002
Reviewed by the Board September 17, 2002
Reviewed by the Board October 21, 2002
Reviewed by the Board, February 2, 2005
Reviewed and Amended by the Board, March 15, 2005
Reviewed and Amended by the Board, September 20, 2011
Reviewed, Amended, and Approved by the Board, February 10, 2015
Reviewed, Amended, and Approved by the Board, February 17, 2015



Marketing Materials

Barry and Eaton County Facts

- The number of confirmed victims of abuse and neglect has risen over 100% in Barry County and 270% in Eaton County since 2000.
- The number of children in out of home placements has risen nearly 300% in Eaton County since 2000.
- There are currently approximately 160 children in the foster care system in Barry and Eaton Counties combined.

Evidence of Effectiveness

National research shows that children with a Court Appointed Special Advocate:

- Receive more counseling services.
- Do better in school.
- Have less placement changes.
- Are half as likely to languish in long term foster care.
- Are half as likely to come back into foster care once their case has closed.
- Are more likely to be adopted into a safe and permanent home.

I am you.

You can make a difference.

Volunteer.

Become a Court Appointed Special Advocate or consider joining the Board.

Donate.

Become a partner. CASA depends on the benevolent generosity of individual and corporate donors. There are also wonderful opportunities throughout the year to sponsor special events and fundraisers. CASA is a 501(c)(3) nonprofit organization and all gifts are tax deductible.

Get involved.

Help with marketing, fundraisers or special event committees.

Contact CASA for Kids, Inc.:

Eaton County Office:
517.543.3974
1045 Independence Blvd., Charlotte, MI 48813

Barry County Office:
269.818.5568
231 S. Broadway, Hastings, MI 49058

casadirector@eatoncounty.org

www.barryeatoncasa.org



A child's voice.

A child's life.
Lifted up.
By you.



CASA for Kids, Inc.

CASA for Kids, Inc. Barry & Eaton Counties is a 501(c)(3) nonprofit organization that trains volunteers from the community as Court Appointed Special Advocates® for children in the foster care system.



CASA® works independently for the best interest of each child while partnering with the Department of Human Services, Courts, and families to ensure that every child in foster care:

- Is safe.
- Is emotionally and physically healthy.
- Is receiving needed services.
- Is placed in a forever home as soon as possible with the most appropriate safe and caring adult.

I am for the child.



I am you.



CASA Volunteers:

- Receive extensive training.
- Have only one case at a time consisting of a child or sibling group.
- Visit their child or sibling group every 7-10 days.
- Form a supportive relationship with their assigned child/sibling group.
- Commit to remaining involved until the case closes.



- Attend case meetings regarding their assigned child/sibling group.
- Complete a Court Report with placement recommendations and attend court.
- Are the eyes and ears of the court and a voice for the child.

CASA FOR KIDS: FREQUENTLY ASKED QUESTIONS

WHAT IS A CASA VOLUNTEER?

A CASA® volunteer or Court Appointed Special Advocate® is an ordinary person who does extraordinary work for children. Volunteers are members of the community who come from all walks of life. They are independent advocates appointed by a judge to speak for an abused or neglected child's best interest.

WHAT DOES A CASA VOLUNTEER DO?

A CASA volunteer provides a judge with carefully researched background of the child to help the court make a sound decision about the child's future. Each home placement case is as unique as the child involved. The CASA volunteer helps determine if it is in a child's best interest to stay with his or her parents or guardians, be placed in foster care, or be freed for permanent adoption. The CASA volunteer makes a recommendation on placement to the judge and follows through on the case until it is permanently resolved.



HOW MANY CASA PROGRAMS ARE THERE?

There are nearly 1,000 CASA programs nationwide and 26 CASA programs within the state of Michigan.

DOES CASA HELP CHILDREN?

Absolutely. CASA programs are universally hailed by judges, attorneys, foster care workers, and others who have worked with volunteers. National research lends evidence to the effectiveness of the CASA program model. Children with an assigned CASA volunteer have been shown to receive more counseling services, do better in school academically and behaviorally, and have fewer placement changes. Children with a CASA volunteer are additionally more likely to get adopted and half as likely to re-enter the foster care system once their foster care case has closed.



DO CASA VOLUNTEERS RECEIVE TRAINING?

Yes. Volunteers receive 30 hours of initial training and 10 hours of court room observation in addition to 12 hours of ongoing training each year. Training includes the roles and responsibilities of the CASA volunteer, the court process, child abuse and neglect, Michigan and Federal law, cultural competence, permanency planning, and advocacy.

(over)

ARE VOLUNTEERS SCREENED?

Yes. Each volunteer must submit a written application, and submit to reference checks, a criminal background check, a DHS clearance, and a personal interview.

DO VOLUNTEERS HAVE TO KEEP CONFIDENTIALITY?

Definitely. Confidentiality is part of our National and State Standards for volunteers and is discussed extensively in training.

HOW MANY CASES DOES A CASA VOLUNTEER CARRY AT A TIME?

A CASA volunteer only has one (or two cases at the most) at a given time. The volunteer may be assigned to more than one child, however; as one case may have several siblings.



HOW OFTEN DOES THE CASA VOLUNTEER VISIT WITH THE CHILD OR SIBLING GROUP?

The volunteer visits with his or her assigned child or sibling group every 7-10 days. This time is extremely important since the child's foster care caseworker is only required to visit the child once a month and the child's attorney is only required to visit the child once a quarter prior to each scheduled hearing. Since the CASA volunteer only carries one case at a time, he or she has the unique ability to be a constant presence amidst change and an ongoing support for a child in crisis and transition. The feedback is additionally very helpful for DHS and the courts as they are entrusted with ensuring the child's safety and making placement decisions in the child's best interest.

IS THE CASA VOLUNTEER INVITED TO MEETINGS ABOUT THE CHILD?

Yes. The volunteer is likely to have useful information given his or her frequent contact with the child. The CASA volunteer is invited to attend all case meetings regarding the child.

HOW DOES A CASA VOLUNTEER DEVELOP RECOMMENDATIONS?

To prepare a recommendation, the CASA volunteer talks with the child, parents, family members, foster care workers, school staff, health providers, and others who are knowledgeable about the child's history. The CASA volunteer also reviews all records pertaining to the child - school, medical, caseworker reports, and other documents.

WHAT DOES THE CASA VOLUNTEER TELL THE JUDGE?

The CASA volunteer submits a Court Report and may also testify. The report will include information regarding contacts, what documents were reviewed, and what facts the CASA volunteer learned, in addition to the CASA volunteer's concerns and recommendations. The volunteer's concerns and recommendations may differ from those of the foster care worker and/or the child's attorney.

WHO KNOWS WHAT THE CASA VOLUNTEER WILL SAY IN COURT?

The volunteer's Court Report should be submitted to all parties 10 days prior to the hearing. In addition, the volunteer and the DHS worker are strongly encouraged to communicate regularly.

DOES THE CASA VOLUNTEER HAVE SUPPORT?

Absolutely. The CASA volunteer's Supervisor is always available for support and attends court hearings with the CASA volunteer.

HOW DOES SOMEONE BECOME A CASA VOLUNTEER?

Contact CASA for Kids, Inc. at 517.543.7500 X 1648 or visit the website at www.barryeatoncasa.org

A child's voice.
A child's life.
Lifted up.

By you.



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By you.



I am for the child

I am for the child who has been abused.
Who doesn't want to go home.
The child who no longer believes in herself.

I am for the child who has been neglected.
Who doesn't know where her next meal is coming from.
The child who must be the parent to his siblings.

I am for the child who was taken away for her own protection.
The child who is now in foster care.
Who doesn't know who these people are.
Or how long he'll be there.

I am for the child who's lived in five foster homes in a single year.
Who's attended six schools in four years.
Who sits in the back of yet another classroom.
Surrounded by strangers.

I am for the child who one day will turn 18 – and will be surrendered to the world.



CASA
Court Appointed Special Advocates
FOR CHILDREN

CASA FOR KIDS, INC.
BARRY AND EATON COUNTIES

www.barryeatoncasa.org

casadirector@eatoncounty.org

Eaton County Office: 517.543.3974

Barry County Office: 269.818.5868

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