



## 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.

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Signature

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Date