

# **CASA of the Heartland**

## **Board Member Job Description**

### **STATEMENT OF PURPOSE**

Board members set policies for financial, administrative, and volunteer management of the chapter; authorize funding for all activities performed by the chapter; serve on committees established by the Board of Directors and act as public representatives of the chapter at **CASA** and community events as needed; and ensure that the organization adheres to the legal, moral, and ethical principles established by the national organization

### **ESSENTIAL JOB FUNCTIONS**

- Board members are elected to serve a three-year term with the option of another consecutive three-year term
- Complete required Board member application and background check to be eligible to serve
- Become knowledgeable about the organization in general and trends within the Hardin County Family Court system and the Cabinet for Health and Family Services in particular
- Ensure that board decisions are consistent with the mission, vision, and purpose of the organization, and recommend course corrections when policies and practices no longer support the stated goals of the chapter
- Serve in leadership positions or assume responsibility for special assignments willingly and enthusiastically when asked
- Assist the Executive Director with assessing community attitudes regarding the child welfare system in general and the chapter's reputation in particular
- Recruit individuals to serve on the board or as volunteer consultants / Friends of CASA that can assist with the growth and development of the chapter

### **Meeting Attendance and Contributions**

- Attend all board meetings and assigned committee meetings whenever possible
- Prepare for and actively participate in all board or assigned committee meetings
- Make recommendations and suggestions during meetings, ask questions for clarification, make decisions using your conscience and convictions, and support the majority decision on issues considered by the board
- Respect the confidentiality requirements associated with topics of discussion in board meetings, especially during executive sessions, and do not represent the board or chapter publicly or privately unless authorized to do so
- Recommend agenda items for board and committee meetings to ensure that all policy-related topics are addressed appropriately
- Each Board member is expected to make a personally meaningful gift on an annual basis and abide by the organization's give/get policy, personally giving or securing a donation of at least \$300 per year in the form of in-kind support or monetary donations

### **Relationship with Volunteers and Staff**

- Offer assistance and support to the Executive Director and other staff members as needed.
- Do not request access to confidential information that is not required for the Board of Directors to conduct business

### **Financial Management**

- Exercise prudence in the control and transfer of funds under the control of the board

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- Maintain diligent oversight of the assets of the chapter and have a complete understanding of all financial reports and resource uses submitted to the board
- Personally provide financial support to the chapter and assist in the acquisition of donations, grant awards, and other financial assistance whenever possible
- Recommend strategies to acquire funding to support the programs and activities of the chapter in pursuit of its mission

### **Conflict Avoidance**

- Serve the chapter openly and without a personal agenda or as a representative of a special interest group or constituency
- Avoid potential conflicts of interest, including having personal relationships with individuals involved in cases assigned to CASA volunteers whenever possible
- Report any potential conflicts of interest, both real or perceived, to the Executive Director and / or Chair of the Board of Directors immediately
- Maintain an independent and objective attitude regarding board and committee decisions and topics of discussion, and do what appears to be ethically, morally, and legally correct at all times
- Never accept favors or gifts from or offer favors or gifts to anyone who is involved with the Family Court system, cases assigned to CASA volunteers, or other interested parties associated with the legal system, as this action could be construed as an attempt to influence a decision or outcome and could subsequently undermine the reputation of the chapter
- Review Conflict of Interest Policy to affirm eligibility to serve on the Board

### **QUALIFICATIONS**

- Good oral and written communication skills
- Good organizational and administrative skills
- Ability to work as both a team member and team leader
- Ability to prioritize initiatives, establish goals, develop tactical and strategic plans, and present ideas for group consideration
- Ability to interact professionally and objectively when faced with differences of opinion
- Ability to adhere to confidential information requirements
- Previous supervision, managerial, or leadership experience desirable
- Previous experience with child welfare organizations desirable

### **PHYSICAL REQUIREMENTS**

- Must be able to work under stress and in fast paced environment
- Must be able to work under conditions, which require sitting, standing, walking, reaching, bending and stooping.
- Reasonable accommodation will be provided to qualified individuals with a disability, as necessary.

### **REPORTING RELATIONSHIP**

Board members are accountable to the Chair and Vice-Chair of the Board of Directors, and to each other. Board members that do not actively participate in regularly scheduled meetings may be reduced to non-voting status or removed from the board altogether by action of the Board of Directors as stated in the by-laws of the organization.



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## **PERSONNEL MANAGEMENT**

None at this time

## **NOMINATING PROCESS**

Board members are nominated to serve after completing the following steps:

1. Initial meeting with candidate to discuss position
2. Review position description and conflict of interest policy
3. Meet with CASA leadership (Board Chair and/or Executive Director) if unable to participate in initial meeting
4. Complete background check documents
5. Nomination is made at Board meeting
6. Attend first Board meeting