

CASA Child Advocates of Montgomery County



Board Documents:

Board Member Job Description

BOARD MEMBER JOB DESCRIPTION

Purpose: The purpose of the Board of Directors of CASA Child Advocates of Montgomery County (CASA) is to provide overall policy and direction for CASA Child Advocates and to serve as a major resource for the leadership, strategic planning and financial support for CASA. In this regard, each member of the Board of Directors should:

- Provide and attract financial and other essential resources to CASA to enable the organization to achieve its mission, goals and objectives
- Become familiar with the mission, goals, objectives, plans, programs and activities of CASA and be active participating in achieving their success. Additional information can be found on the CASA Child Advocates' website at www.CASASpeaks4Kids.com
- Maintain strict confidentiality of all information pertaining to CASA cases or discussions that take place at Board, committee, subcommittee or task force meetings

Responsibilities:

1) Executive Director

- Employ and evaluate the performance of the Executive Director
- Insure that a management succession plan is in place

2) Strategy

- Participate with the Board in developing and updating a strategic plan for the organization that is both visionary and practical
- Evaluate annual organization performance and insure that progress is maintained towards long-range organizational goals

3) Governance

- Establish policies for administering the program and services—to insure compliance with National and Texas quality standards, relevant material laws affecting the organization, and prudent fiduciary responsibilities
- Appoint independent auditors and approve the findings of the annual independent audit
- Attend and add value to the meetings and activities of the Board
- Participate actively as a member of one or more standing committees

4) Financial Support

- Make a personal financial contribution to the organization: CASA should be one of the Board Member's top three charities, and at a minimum, each Board member should be a member of the Blue Ribbon Society by donating at least \$1,000 annually
- Be an ambassador for CASA Child Advocates in the community
- Assist directly with fundraising planned by the Development Committee by cultivating sources of community financial support, assisting in stewardship, hosting fundraising events, and participating in meetings with current and potential donors
- Assist in resource development by providing CASA with access to and influence with other community sources of individual and corporate funds

5) Community Support

- Represent the Board at social and fundraising events of CASA and will identify and foster alliance for CASA to fulfill and/or extend its mission
- Represent CASA in its sphere of influence and serve as advocates of CASA to specific groups and the general public
- Continuously seek to interest others in CASA and its mission
- Work with other CASA representatives to influence legislative change

6) Other On-going Responsibilities

- Participate meaningfully in discussions, planning and decision-making on policies, strategic directions and financial issues
- Propose nominees to the Board and Advisory Council who can make significant contributions to the work of the board and the organization

Each Board member also has the following responsibilities:

- Maintain strict confidentiality of all information pertaining to CASA cases or discussions that take place at Board, committee, subcommittee or task force meetings
- Actively participate in Board, Advisory Council and committee meetings and in special events
- Pay for meals and other expenses as applicable for Board meetings and CASA meetings/functions
- Attend any required training/education/retreats such as a strategic planning meeting
- Pass a fingerprint/criminal background/CPS history check biannually
- Review agenda and supporting materials prior to board and committee meetings, attend and participate in board and committee meetings
- Assume board leadership responsibilities as appropriate and as possible
- Be knowledgeable about CASA programs, policies and services
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board in a timely manner

BOARD OFFICER JOB DESCRIPTIONS

Board Chair

The Board Chair is the senior volunteer leader who presides at all meetings of the Board of Directors, the Executive Committee, and other meetings as required. The Chair will convene regularly scheduled Board meetings, will preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary, and Treasurer. The Board Chair will have general charge of and control over the affairs of the organization, subject to the direction and control of the Board of Directors, and will perform other duties as prescribed by the Board of Directors or the bylaws. The Board Chair insures that the Board is thinking and acting strategically on behalf of the organization, insures that the Board is meeting its fiduciary and governance responsibilities, and appears in public as an advocate for CASA Child Advocates.

The Board Chair is elected by the Board of Directors, reports to the Board, and serves a one-year term. The Board Chair may be elected for subsequent one-year terms.

Primary Responsibilities:

- **Provides leadership for the Board of Directors**
 - Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable
 - Works with the Executive Director, Board officers, and committee chairs to develop the agendas for board meetings, and presides at these meetings. Provides a report at each board meeting regarding all board-related activities the Chair has performed since the previous board meeting. Calls special meetings if necessary
 - Appoints the chairpersons of committees, in consultation with other Board members.
 - Serves ex-officio as a member of committees and attends their meetings when invited
 - Helps guide and mediate Board actions with respect to organizational priorities and governance concerns. Presents to the Board an evaluation of the pace, direction, and organizational strength of the organization
 - Chairs the Executive Committee, and may serve on all other Board committees/task forces as an ex-officio member
- **Provides strategic direction to CASA as a whole**
 - Insures that the board is thinking strategically on behalf of CASA Child Advocates and that the strategic plan is maintained, under the leadership of the Governance committee
- **Supports the Executive Director**
 - Reviews with the Executive Director any issues of concern to the Board
 - Evaluates the performance of the Executive Director and recommends salary increases for the Board to approve, and informally evaluates the effectiveness of the Board members
 - Works in partnership with the Executive Director to make sure board resolutions are carried out. Oversees searches for a new Executive Director
- **Provides direction and support to Board committees as appropriate**
 - With the Governance, Planning and Policy committee, evaluates annually the performance of the organization in achieving its mission
 - Assists the Executive Director in recruiting Board and other talent for whatever volunteer assignments are needed. Works with the Governance, Planning and Policy Committee to recruit new board members

- Assists the Executive Director and the Governance committee in conducting new board member orientation
- **Represents CASA publicly**
 - Serves as an official representative and spokesperson of the Board
- **Serves as Immediate Past Chair upon completion of term as Chair**
- **Performs other responsibilities assigned by the Board**

Board Officer Descriptions

Board Vice-Chair

The Board's Vice-Chair will perform and discharge the duties of the Chair in the event of the absence, death, or disability of the Chair; will serve as Chair of the Governance, Planning and Policy committee; and will perform such other duties as prescribed by the Chair, the Board of Directors, or the organization bylaws. The Vice-Chair will chair committees on special subjects as designated by the Board.

The Board's Vice-Chair is elected by the Board of Directors, reports to the board, serves a one-year term, and may be elected for subsequent one-year terms.

Primary Responsibilities:

- Is a member of the Board
- Reports to the Board's Chair
- Serves as Chair of the Governance, Planning and Policy Committee
- Participates closely with the Board Chair to develop and implement officer transition plans
- Fills the office of Board Chair should that office become vacant
- Serves on the Executive Committee and other committees as appropriate
- Carries out special assignments as requested by the Board Chair
- Understands the responsibilities of the Board Chair and is able to perform these duties in the Board Chair's absence
- Performs other responsibilities as assigned by the Board or the Board Chair

Board Officer Descriptions

Board Secretary

The Secretary will be responsible for keeping records of Board actions, including minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that board records are maintained.

The Board Secretary is elected by the Board of Directors and reports to the Board and serves a one- year term.

Primary Responsibilities:

- Is a member of the Board
- Reports to the Board Chair
- Manages minutes of board meetings and attendance at board meetings, orientations, and educational programs
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- Serves on the executive committee
- Assumes responsibilities of the Chair in the absence of the Board Chair and Vice-Chair

Board Officer Descriptions

Board Treasurer

The Treasurer is responsible for consulting with the Board Chair and Vice-Chair regarding any and all matters relating to the funds and finances of the organization, leading the Board to meet its fiduciary responsibilities. Treasurer will chair the Finance Committee, assist in the preparation of the budget, help oversee fundraising plans, and make financial information available to Board members and the public.

The Treasurer is responsible for direction of the Board's oversight of the financial activities and is elected by the Board of Directors, reports to the board, serves a one-year term, and may be elected for subsequent one-year terms.

- Primary Responsibilities:
- Is a member of the Board
- Serves as Chair of the Finance Committee
- Oversees the finances of the organization
- Understands financial accounting for nonprofit organizations
- Presents financial information to the Board during its regular meetings and answers Board members' questions about financial statements
- Oversees fiscal matters of the organization and works with the Board of Directors and Executive Director to ensure that sound financial policies are in place, and that all financial decisions made by the Board are in compliance with policies or contracts held by the organization
- Insures that the Board understands its fiduciary responsibilities
- Works with the Executive Director to prepare the annual budget and presents the budget to the board for approval
- Assists other Board members and committee chairs with appropriate financial matters as required
- Serves on the Executive Committee and the Finance Committee
- Reviews the annual audit and answers Board members' questions about the audit
- Performs other duties as assigned by the Board Chair, the Board of Directors, or the bylaws of the organization

Board Officer Descriptions
Board Past Chair

The Past Chair, in consultation with the current officers, is responsible for providing a sense of continuity to the work of the board. The Past Chair is the only officer who is not elected, but is Past Chair by virtue of having been Board Chair in the previous year. The Board Past Chair serves a one-year term (only) on CASA's Executive Committee.

Primary Responsibilities:

- Serves on the Executive Committee and Board of Directors
- Performs other duties as assigned by the Board Chair