

**Heart of Missouri CASA
Board of Directors
General Job Description for Members**

Title: Member, Heart of Missouri CASA Board of Directors

Term: 2 year terms, up to 6 years total

Responsible to: Heart of Missouri CASA & its Board of Directors

General Expectations

- Become knowledgeable about the organization, i.e., its programs, policies and services.
- Assure that HOMC adheres to NCASAA standards and best practices.
- Become informed about the needs of the community and our constituents.
- Keep the staff informed about any concerns the community has.
- Establish policies for administering the program and services that are in harmony with the purpose of the agency.
- Represent the agency at community events, organizations and with private individuals. Speak proudly and positively about HOMC.
- Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
- Follow trends in the child welfare and juvenile justice fields.
- Recruit possible nominees to the board who are clearly women and men of achievement and distinction and who can make contributions to the work of the board and the organization.
- Serve as a member of at least one committee.
- Evaluate annual organization performance and maintain progress towards long-range organizational goals.
- Provide references for potential volunteer prospects and fundraising possibilities.
- Attend several CASA-hosted events annually, including swearing in ceremonies, fundraisers, training sessions and sorority sponsored events.

Meetings

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with member's conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's closed sessions, and speak on behalf of the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

Relationships with Staff

- Offer support and assistance to staff when appropriate.
- Be respectful of staff time and request of favors.
- Employ and evaluate the performance of the Executive Director.

Created & Adopted: 2009

Revision Adopted: July 16, 2013

Avoiding Conflicts

- Serve the organization as a whole rather than any special interest group or constituency.
- Avoid even the appearance of a conflict of interest that might embarrass the Board or the organization, and disclose any possible conflicts to the Board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate even though not necessarily obliged to do so by law, regulation, or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

Fiduciary Responsibilities

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.
- Ensure that the financial affairs of the agency are conducted in a responsible way and in accordance with established policies.

Fund Raising

- Give an annual gift to the organization.
- Assist in resource development by implementing fund-raising strategies through personal influence with others.
- Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.