



Company: CASA of Cumberland, Gloucester and Salem Counties  
Position Title: Board Director  
Employment Status: Volunteer  
Reports to: President, Board of Trustees

The Board of Directors of the Court Appointed Special Advocates (CASA) of Cumberland, Gloucester, Salem Counties, in active collaboration and partnership with the Executive Director, shall actively recruit advocate volunteers and think creatively of opportunities and challenges to be met for CASA CGS to be an exemplary nonprofit Foster Youth support organization.

The legal duties and responsibilities of the Board Members are generally outlined in the CASA CGS Bylaws.

Each Board Member should be conversant, and compliant, with the Employee & Volunteer handbooks and its contents. Most fundamentally, each Director has a duty of loyalty and a duty of care. The following provisions list many of the specific responsibilities and actions required to meet those legal and ethical duties, and effectively govern the organization.

#### I. RESPONSIBILITIES OF THE BOARD

A.

#### **GOVERNANCE**

1. Promoting the mission of CASA.
2. Establishing and reviewing key policies and procedures for CASA.
3. Using best efforts to effect CASA's compliance with local, state and federal laws, statutes, and other regulations as well as compliance with standards promulgated by the National CASA Association.
4. Creating and updating a strategic plan for CASA.
5. Working with the staff of CASA to enhance CASA's public image, educate the public as to the issues being addressed by CASA statewide, and foster positive relationships with key stakeholders.
6. Selecting, supporting, and regularly evaluating the Executive Director.
7. Promoting the provision and quality of CASA services to local CASA programs statewide.
8. Recruiting and training new Board of Trustees members.
9. Reviewing and assessing the overall performance of CASA.
10. Establishing and approving appropriate liaisons to state and federal agencies, boards, committees, task forces, and sponsored programs and projects with areas of responsibility relating to child welfare.

## B. FINANCE AND ADMINISTRATION

1. Approving an annual budget for CASA.
2. Monitoring CASA's finances and managing its resources effectively.
3. Securing adequate funding for CASA, including a recommended surplus.

## II. RESPONSIBILITIES OF EACH INDIVIDUAL BOARD MEMBER

1. Each trustee is expected to read and understand the mission statement and strategic plan of CASA, and support CASA's commitment to support a statewide network of affiliated, community-based CASA programs through which trained volunteers advocate for the best interests of children who have been removed from their families because of abuse or neglect.
2. Each trustee is expected to familiarize himself/herself with the organization's programs and services. CASA will keep each trustee abreast of developments in the organization's programming through reports provided to the trustee by the Executive Director and his/her staff or the President of the Board of Trustees.
3. Consistent with the fiduciary responsibilities of the Board of Trustees, each trustee is expected to make the effort needed to understand CASA's financial position, assure that it meets its financial obligations, and responsibly manages the resources entrusted to its use. CASA will provide each trustee with full information and periodic updates about CASA's finances.
4. Each trustee is expected to support CASA's efforts in the search for qualified individuals to serve (i) on the Board of Trustees, committees of the Board of Trustees, and task forces, and (ii) as CASA staff members. Support includes identifying and bringing to the attention of the President of the Board of Trustees and the Executive Director any individual with an interest in, and the needed skills and qualifications for, any such positions.
5. If a trustee can no longer fulfill the duties of membership on the Board of Trustees, he/she will promptly notify the President of the Board of Trustees and assist him/her in making arrangements to transfer any outstanding responsibilities to colleagues on the Board of Trustees.

**Work:** Remotely, in person, or Zoom

**Education:** Bachelors (preferred) Master's degree (preferred)

### **Qualifications:**

- Non-profit management experience 2-3 years (preferred)
- Management experience 3-4 years (required)
- Fundraising experience (required)
- Budgeting experience (required)
- Accounting experience (preferred)
- Auditing experience (preferred)