

CASA KANE COUNTY

BOARD OF DIRECTORS JOB DESCRIPTION

CASA Kane County is a non-profit, volunteer organization that advocates for the best interests of abused and neglected children within the Juvenile Court system.

Mission and Purpose

As a board member, I am committed to the organization's mission and vision. I will lead by example, maintaining integrity of this Governance Board, under the leadership of the elected executive committee, following the bylaws of the organization.

Board Responsibilities

- Provide the proper financial oversight
- Ensure adequate philanthropic resources
- Ensure legal and ethical integrity and maintain accountability
- Ensure effective organizational planning
- Establish policies for administering the program and services

Principal Duties

1. Attend and prepare for Board meetings
2. Cultivate sources of financial support
3. Make a quarterly, semi-annual or annual personal financial contribution
4. Provide corporate and individual contacts and support in pursuing a relationship with them
5. Ensure effective organizational and strategic planning
6. Determine, monitor and strengthen the organization's programs and services
7. Commit to participation in committee work and complete assignments
8. Attend board orientation, including a court observation and CASA training classes
9. Promote CASA's public image when possible in one's respective professional, social and community arenas
10. Recruit and orient new board members and assess board performance
11. Attend a yearly CASA educational training at the CASA office
12. Maintain a working knowledge of the bylaws and court orders
13. Participate in the review and approval of the annual operating budget plan
14. Review the organizational chart and structure
15. Support CASA's stewardship through hand written thank-you notes and phone calls to donors
16. Attend the volunteer recognition and special event fundraisers
17. Support the Executive Director and review her performance
18. Uphold good standing with the National CASA Association through quality assurance

