



## **Board of Trustees Member Position Description**

### **Mission**

In 1993, the CASA Board Volunteer Association, Inc. was established to further the mission and support the work of the CASA/GAL Program of Summit County. The Board partners with the Program by raising and administering funds for enhanced programming, personnel support, promoting public awareness of the Program, and recognizing the efforts of CASA/GAL's heroic volunteers.

### **Purpose**

The purpose of the Board of Trustees is to conduct the business and affairs of the non-profit. The day-to-day operation of the Program shall be managed by the Executive director and the Board provides support as needed for fundraising, recruitment, and recognition of volunteers.

### **Responsibilities**

- Be well-informed about the work of the Program and its role in the community. Understand the organization's mission, vision, and historical development so that the member's vote on matters of policy will be thoughtful, objective, and consistent with the organization's strategic direction.
- Implement policies and procedures consistent with the Articles of Incorporation and Board Resource Manual.
- Provide to other Board members and Program leadership the benefit of his/her experience, expertise, and knowledge.
- Advise on the needs and concerns of groups in the community with which he/she is familiar.
- Participate in all annual fundraisers as established by the Fundraising Committee.
- Participate in at least one committee.
- Attend all bi-monthly meetings.
- Participate in all votes conducted.
- Make an annual contribution to the organization in accordance with his/her means.
- Participate in obtaining sponsorships, donations, or grants as required for fundraising efforts.
- Assist and provide feedback on all Board of Trustees Member applications.
- Attend and provide assistance for the organization's fundraising events.
- Fulfill expectations as noted on the CASA Board of Trustee Scorecard.

### **Qualifications**

- Understanding of and commitment to the mission of the organization.
- Ability to relate effectively with persons regarding governance issues and financial support of the organization.
- Community connections that can broaden the organization's base of support.
- Expertise in one or more of the following: arts, education, business management, entrepreneurship, legal affairs, human resource management, financial management, fundraising, planning, marketing, and public relations.