



## Douglas County CASA

### *Board of Directors Job Description*

Your job as a member of the CASA Board of Directors is usually defined as “policy-maker”. This is a textbook description of your primary role - and it certainly is correct. However, it does not give you a full understanding of what you actually do as a board member. Below is a more detailed description of our expectations of board members.

**HIRE AN EXECUTIVE DIRECTOR:** This responsibility is not needed often; in fact, it was successfully completed in July 2019. However, each year, the board reconfirms its decision following a performance review of the Executive Director lead by the Executive Committee.

**PLAN FOR THE FUTURE:** The board is responsible for periodically revisiting our mission and vision statement and long-range plan, setting goals directly tied to the mission and vision statement, and accomplishing those goals with specific activities and strategies. This includes reviewing and approving an annual operating budget.

**MAKE A PERSONAL CONTRIBUTION:** Make a financial contribution at the beginning of every year that is meaningful to you . Historically, this has ranged in size from \$100 to thousands of dollars. Alternately, make a pledge that you plan to fulfill over a period of time or set up automatic monthly recurring gifts. This allows the organization to truthfully state that all board members financially support the organization, a requirement for some grants and funders.

**BE A GOOD ADVOCATE:** Share your passion for CASA with people you talk to. Help increase awareness of CASA and increase the network of people who support CASA by being a good advocate, volunteering, and donating. Work with staff and fellow board members to set a goal to introduce a specific number of your contacts to CASA throughout the year so as to engage your personal and professional network with CASA as appropriate. You can also represent CASA at community events lead by the Recruitment Committee.

**INVITE OTHERS TO CONTRIBUTE:** Ask people to contribute to CASA. Work with the staff and board to set a goal to make a specific number of “asks” per year. This can be accomplished in a various ways, by signing appeal letters or e-mailing your friends, inviting people to events, hosting a small gathering to connect people to CASA and raise funds.

**SAY THANK YOU:** Make calls and write thank you notes to CASA’s donors. You should also thank donors in-person whenever possible and appropriate.

**ACTIVELY PARTICIPATE IN ALL MEETINGS:** Be prepared for meetings by reviewing board packets, attend all meetings, and contribute to the discussion. We value your expertise and experience and need it to improve our work.

**MONITOR FINANCES:** At monthly board meetings, the Board Treasurer provides and presents current financial reports for the board’s review. These statements provide information on the revenues and expenditures of CASA relative to our budget.

## QUESTIONS AND ANSWERS

### **Q: How often does the board meet?**

**A:** The board meets monthly, the third Wednesday of the month, from 6:30-8:00 pm at CASA office. Zoom option is available as needed. Any changes to this schedule will be determined at the January or February board meeting with input from all board members.

### **Q: What would my term of service be?**

**A:** Board members serve staggered three-year terms that traditionally begin in January. Approximately one third of the board rotates off each year. Board members are eligible to serve two consecutive three-year terms.

### **Q: Will I receive any training?**

**A:** We have a formal orientation for new board members consisting of an overview of roles and responsibilities. In addition, our Executive Director provides orientation on CASA - its history, purpose and operation before you attend your first board meeting.

### **Q: Do I have to give a certain amount of money?**

**A:** Board members are expected to contribute financially as they are able. Board donations reinforce our commitment to the CASA mission and make it easier to solicit contributions from community members. Past board donations have ranged from \$25 to \$10,000.

### **Q: What will my committee responsibilities be?**

**A:** Each board member is required to actively serve on at least one committee. Fortunately, we have quite a few committees to satisfy a range of interests and available time.

### **Q: How and when are officers elected?**

**A:** The CASA Board of Directors elects four officers: President, Vice President, Treasurer, and Secretary. These four officers make up the Board of Directors Executive Committee, along with the Past President. Any board member is eligible to hold office. Officers serve for a one-year term and may serve two consecutive terms. They are elected annually by the full board at the November or December meeting and begin their term in January.

### **Q: Whom do I call if I want additional information about being a board member?**

**A:** You may call Erick Vaughn, our Executive Director, 785-832-5172, or 785-766-4284.



**Douglas County CASA, Inc.**  
**Board Member Application Form**  
*Term: January 2024 – December 2026*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City Zip

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Spouse's Name:** \_\_\_\_\_

**Ethnicity:** ☐ African American ☐ Asian ☐ Caucasian  
☐ Hispanic ☐ Native American ☐ Other: \_\_\_\_\_

**Educational background:**

**Employer:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_  
Street City Zip

**Work Phone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**I prefer to receive information at:** ☐ Home/Personal Email ☐ Work Email ☐ Mail

**Area(s) of Expertise:**

- |                                                        |                                                                 |
|--------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Fundraising                   | <input type="checkbox"/> Grant Writing or Other Writing Skills  |
| <input type="checkbox"/> Marketing/Public Relations    | <input type="checkbox"/> Computer Technology                    |
| <input type="checkbox"/> Personnel/Human Resources     | <input type="checkbox"/> Evaluation/Research                    |
| <input type="checkbox"/> Accounting/Finances           | <input type="checkbox"/> Volunteer Management                   |
| <input type="checkbox"/> Insurance/Risk Assessment     | <input type="checkbox"/> Social Service/Child Welfare Education |
| <input type="checkbox"/> Legal                         | <input type="checkbox"/> Strategic Planning/Program Development |
| <input type="checkbox"/> Other (please specify): _____ |                                                                 |



**Other affiliations** (religious, fraternal, alumni, etc.): \_\_\_\_\_

\_\_\_\_\_  
**Please describe any experience as a Board member and/or as a volunteer:**

\_\_\_\_\_  
**What interests you in becoming a board member for Douglas County CASA?**

**Do you have experience working with children? If so, please describe:**

**Do you have any personal experience with child abuse and neglect? If so, please describe:**

**Have you had prior contact with the juvenile justice and criminal justice systems? If so, please describe:**

**How did you first learn about CASA?**

**Any other information you would like us to know about you or your reason for applying?**



**Names and contact information for 4 references:**

**Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:**

**Date of Application:**

