



**CASA of the River Region  
Board of Directors  
General Job Description**

**Title:** Member, Board of Directors

**Purpose:** To determine policies, procedures, and regulations for the conduct of the agency, to raise funds to finance the organization and its programs, and to monitor organizational performance.

**Term:** Three years

**Responsible To:** Chair, Board of Directors

**Responsibilities and Powers of the Board of Directors:**

1. Establish policies for administering the program and services which are in harmony with the purpose of the agency.
2. Employ and evaluate the performance of the CEO.
3. Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
4. Ensure that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.

**Principal Duties:**

1. Prepare for, attend, and participate in board meetings.
2. Attend meetings of standing committees, as well as any special ad hoc committees to which appointed.
3. Cultivate sources of financial support.
4. Assume board leadership responsibilities as requested and as possible.
5. Represent the agency at community events, organizations, and with private individuals. Speak proudly and positively.
6. Be informed about agency's programs, policies, and services.
7. Be informed about the needs of the community and our constituents.
8. Evaluate annual organization performance and maintain progress towards long range organizational goals.
9. Provide references for board membership, volunteer prospects, and fundraising possibilities.

**Specific Personal Requirements:**

1. Fundraise from your employer, family, friends, and from the community.
2. Give a personally significant gift each year.
3. Attend 80% (5/6) of Board meetings. Failure to attend without cause may result in dismissal.
4. Fill one (1) table at the Embrace a Child fundraiser.