

Board of Directors Job Description

CASA of Madison and Clark Counties, Inc.

Legal and Liability Issues

- Develop articles of incorporation
- Develop bylaws and periodically review and modify as necessary
- Obtain and guard 501(c)3 tax-exempt status
- Ensure compliance with all applicable laws and regulations
- Approve and safeguard all legal documents
- Maintain required records of the organization
 - Minutes of board meetings
 - Annual audits
 - Annual reports
- Approve financial statements, budget and fiscal policies
- Hire, evaluate, and support the Executive Director
- Set Executive Director's salary and approve salary levels for all staff
- Reduce risk of liability by "performing duties in good faith" manner
- Exercise "due care" by:
 - Recording votes and decisions
 - Reviewing financial statements and audits
 - Maintaining necessary liability insurance and include indemnification clause in bylaws to protect individual board members
- Fulfill requirements of KRS 620.505

Financial Responsibilities

- Fundraise as necessary to assure adequate financial resources to enable the organization to carry out its mission
- Evaluate management's handling of fiscal affairs
- Ensure resources are well managed by:
 - Approving final budget
 - Monitoring cash flow and fund balances
 - Reviewing annual audit
 - Review financial reports at least quarterly
 - Ensure that fiscal policy complies with "general acceptable accounting practices"
- Make an annual donation to CASA before the end of the calendar year that is deemed significant to the member

Planning and Evaluation

- Develop long-range plans for organization's future based upon:
 - External opportunities and threats
 - Internal strengths and weaknesses

- Periodically review and revise the mission statement
- Determine generally the types of cases or case priorities that CASA will serve.
- Evaluate fundraising strategies to determine if they are following the organization's mission.
- Monitor and evaluate the progress towards meeting goals by assessing what is being accomplished and how well

Community Relations

- Interpret the organization to the public
- Develop linkages through community coalitions and partnerships
- Authorize spokespersons to deal with the media and general public
- Serve as ambassadors of the CASA program

Other

- Complete required background checks
- Regularly attend all board meetings. Any Director who is absent from two (2) consecutive meetings shall be deemed resigned from the Board as of the date of the second absence, unless a majority of the quorum of the Directors at the second meeting votes to continue the Director's service on the board.