

# CASA OF ST. CROIX COUNTY, INC.

## BOARD MEMBER JOB DESCRIPTION

### EXPECTATIONS AND RESPONSIBILITIES OF THE BOARD

All members of the Board member are expected to support and promote the mission of CASA of St. Croix County, Inc.

As the highest leadership body of the organization, and to satisfy its fiduciary duties, the Board is responsible for:

- Determining the mission and purpose of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Setting the annual budget to reflect the organization's strategic priorities
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Assessing its own performance as the governing body of the organization.

### STANDING COMMITTEES

- Executive Committee
- Finance Committee

### EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual Board member is expected to:

- Support and promote the organization's mission, policies, programs and needs
- Prepare for, attend, and participate in Board meetings
- Serve on at least one committee
- Study and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Personally, make a financial contribution that is meaningful to you
- Be informed about the needs of the community and the organization's stakeholders
- Provide referrals for potential Board members, volunteer prospects, and fundraising possibilities

### SCHEDULED MEETINGS

- Regularly scheduled Board meetings and regular committee meetings are held monthly. Special meetings will be called only when needed.