

**Job Descriptions for Board Members,  
Committee Chairpersons & Officers  
Approved 8.10.21**

**Legal Responsibilities:**

**Duty of Care** requires leaders to educate themselves about the organization and all programs, as well as, use reasonable care and good judgment in making their decisions on behalf of the interests of the organization.

**Duty of Loyalty** requires leaders to be faithful to the organization, avoiding conflicts of interest.

**Duty of Obedience** requires leaders to understand and comply with governing documents (i.e. bylaws, articles of incorporation, policies, etc.)

**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, with an additional three year term, if desired.

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

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

- 1) Establish policies for administering the programs and services which are in harmony with the purpose of the agency as well as state and local statutes, court rules, executive orders or appropriate regulations.
- 2) Provide the program access to legal counsel with relevant legal expertise to clarify the meaning of laws or regulations governing its program operation and to provide legal counsel as needed to assist in performing the duties.
- 3) Maintain personnel policies and periodically reviews and adopts needed changes.
- 4) Secure individual, corporate, and community funds required for program expenses, including participation in fundraising and awareness events, activities and campaigns/appeals
- 5) Assist in volunteer recruitment.
- 6) Employ and delegate authority/responsibility for the programs, financial management and policy implementation to the Executive Director.
- 7) Evaluate the performance of the Executive Director.

- 8) Ensure that financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
- 9) Carry out the responsibility for adopting or recommending agency policies, as well as engage in strategic planning, financial oversight, resource development, diversity outreach and community relationships.
- 10) Maintain a written record of every meeting. The written record is prepared in a timely manner and copies are made available to members of the Board.
- 11) Promote community involvement and awareness of the agency.
- 12) Serve as the link between the programs and the community, establishes and evaluates the program's goals, develops resources, and approves policies.
- 13) Attend Board Orientation, Board Retreat and board development events of the organization's requirements, as well as consider external opportunities offered in the local communities and/or the State or National agency board development activities

**Principle Duties: [Range of time commitment is 2-5 hours/month]**

- 1) Prepare for, attend, and participate in board meetings also participate annually in a 4 hour retreat event
- 2) Attend meetings of standing committees, and special committees as appointed.
- 3) Cultivate sources of financial support.
- 4) Assist in volunteer recruitment.
- 5) Assume additional board leadership responsibilities as requested and as possible.
- 6) Represent the agency at community events, organizations, and with private individuals. Speak proudly and positively.
- 7) Be informed about the agency's programs, policies and services; attend internal events for celebration, recognition, appreciation purposes, as well as CASA Swearing In Ceremonies
- 8) Be informed about the needs of the community and our clients.
- 9) Evaluate annually the board performance and strategic plan towards long range organizational goals.
- 10) Provide referrals for board membership, volunteer prospects, and fundraising.

- 11) Annual donor to the organization, ensuring 100% of board members contributing
- 12) Successfully pass a Background check.

### **Committee Chairpersons (3-5 hrs a month)**

- ❖ Prepare to lead by meeting annually with Board Chairperson and Executive Director to review committee priorities, routine duties, and Strategic Plan components that align to the committee's purpose
- ❖ Participate with Board Chair and Executive Director in building the *Yearly Calendar* of the Board
- ❖ Prepare committee meeting agendas and coordinate meeting notification with Executive Director
- ❖ Ensure minutes of each meeting are recorded and a copy submitted to the Secretary and Executive Director as documentation for the Auditor, Strategic Plan tracking and governance practices of the Board
- ❖ Prepare reports, written motions for full board approval and other tasks for formal Board meetings
- ❖ Executive Committee support will be provided
- ❖ 1 year commitment with a potential appointment for another year.

### Officers of the Board of Directors

#### **Chairperson (1 year)**

- ❖ Estimated time commitment of 10-15 hours a month
- ❖ Represent Athens-Oconee CASA at community events
- ❖ Meet with potential new board members in coordination with Governance Committee
- ❖ Appoint Committee Chairpersons, after consulting with Executive Committee & Executive Director; Review Committee Purpose and Job Description with Chairpersons
- ❖ Be intentional in development of future Board Officers, considering term rotations
- ❖ Prepare Board Meeting agendas and notices in collaboration with Executive Director
- ❖ Lead scheduled Board Meetings, as many as 10 times per fiscal year
- ❖ Develop the Board's *Yearly Calendar* in ongoing collaborate with Executive Committee, Executive Director and Committee Chairpersons; integrating committee reports and Strategic Plan priorities
- ❖ Guide the priorities of the Board Committees as per the Bylaws, Committee Purpose and Job Description duties and Strategic Plan; supports Committee Chairpersons and attends meetings as needed or requested

- ❖ Maintain congenial working relationship with the Executive Director, board members, volunteers and staff.
- ❖ Process issues with the Executive Director as they arise from all aspects of their role
- ❖ Initiate the Executive Director evaluation with the Executive Committee and then reviewed by Board of Directors
- ❖ Financial internal controls will include the Board Chairperson's name on bank account, mortgage and other official documents, and may include signing checks, which requires a credit check

### **Immediate Past Chairperson (1 year position)**

- ❖ Estimated time commitment of 2-3 hours a month
- ❖ Represent Athens-Oconee CASA at community events
- ❖ Provide historical information & perspective, institutional knowledge and support to Board Chair
- ❖ Member of the executive committee
- ❖ Primary partner to Board Chairperson and Executive Director on *Yearly Calendar* development
- ❖ Primary liaison to the Governance Committee
- ❖ Partner to Board Chairperson for solicitation of an annual donation from 100% of board members
- ❖ Initiate recruitment of new board members

### **Chair Elect (1 year)**

- ❖ Estimated time commitment of 2-3 hours a month
- ❖ Represent Athens-Oconee CASA at community events
- ❖ Provide institutional knowledge and support to Board Chair
- ❖ Primary liaison to the External Affairs Committee with focus on engaging all board members in one or more fundraising events/activities as a working member with specific duties assigned by External Affairs Committee or Executive Director (establishes tracking system or log to ensure 100% participate)
- ❖ Promotes board member accountability for recruiting sponsors, community partners and donors that align with the fundraising plans and required net income goals for various appeals, events or activities

### **Treasurer**

- ❖ Estimated time commitment of 5-7 hours a month
- ❖ Represent Athens-Oconee CASA at community events
- ❖ Chairperson of the Internal Committee and primary liaison in area of Finance and Audit Committee

- ❖ Reviews financial reports, financial condition, risks, opportunities, and compliance with Audit and other authorities, while communicating with the CPA and Executive Director
- ❖ Financial internal controls will include Treasurer's name on bank account, mortgage and other official documents, and may include signing checks, which requires a credit check

### **Secretary**

- ❖ Estimated time commitment of 2-3 hours a month
- ❖ Represent Athens-Oconee CASA at community events
- ❖ Record minutes of each board meeting, finalizing in consultation with Executive Director and confirming distribution timeline and method for all Board Members to receive copies
- ❖ Partners with Executive Director and Board Chair to record action/progress in Strategic Plan to ensure inclusion of outcomes in Annual Report and other documents for fundraising or grant applications, etc.
- ❖ Sign forms, contracts, grants and other official documents when Secretary signature is required to authorize and process documents and transactions of Athens-Oconee CASA
- ❖ Partners with Executive Director to ensure minutes are collected for all board committee meetings and filed in a notebook or location with easy access for review by Auditor annually
- ❖ Primary liaison to Internal Affairs Committee (or Governance) and Executive Director in the area of Annual Report as a key partner for compilation of report-worthy information contained in the minutes/reports of board and committee meetings and annual retreats