

GOVERNING BOARD MEMBER JOB DESCRIPTION

# EXPECTATIONS OF THE GOVERNING BOARD

Our Mission: CASA of Middlesex County is a non-profit organization dedicated to serving abused and neglected children who are living in out-of-home placements. CASA recruits and trains volunteers to advise the courts and advocate for the children’s best interests.

As the highest leadership body of the organization, and to satisfy its fiduciary duties, the governing 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
* Ensuring strong fiduciary oversight and financial management
* Securing funds required for current expenses and long-term sustainability by organizing, supporting, and actively participating in fundraising efforts
* Approving and monitoring CASA of Middlesex County’s programs and services, ensuring they are in harmony with CASA’s mission
* Enhancing CASA of Middlesex County’s public image
* Assessing its own performance as the governing board of CASA of Middlesex County

# EXPECTATIONS OF INDIVIDUAL GOVERNING BOARD MEMBERS

Each individual governing board member is expected to:

* Know the organization’s mission, policies, programs, and needs
* Prepare for, attend, and participate in all governing board meetings
* Serve on at least one committee
* Read 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 CASA of Middlesex County to advance its mission
* Leverage connections, networks, and resources to develop collective action to fully achieve CASA of Middlesex County’s mission
* Through personal giving, secured contributions from others, or a combination of both, obtain a minimum of at least $1,000 to the organization within each calendar year
* Be informed about the needs of the community and the organization’s constituents
* Provide referrals for potential governing board members, volunteer prospects, event honorees, and fundraising possibilities