

CASA Board of Directors

Mission Statement and Job Description

Mission

The Court Appointed Special Advocates (CASA) program recruits, trains, and supports volunteer advocates as a powerful voice for the best interests of abused and neglected children during the court process, in order to help every child ultimately thrive in a stable and permanent home.

Court Appointed Special Advocates (CASA) of Contra Costa County is a tax-exempt, 501(c)(3) community benefit organization established to advocate for abused and neglected children under the care of the Contra Costa County Juvenile Court. A member of the California CASA Association and the National CASA Association, CASA of Contra Costa County functions according to rule 5.655 of the California Rules of Court, under the oversight of the Presiding Juvenile Court Judge.

Job Description

The Board of Directors of CASA of Contra Costa County represents the interests of the public by strategically setting the direction for the organization and ensuring the organization's work is consistent with its public benefit purpose and that the organization's resources are being utilized in support of the mission.

The Board of Directors has a fiduciary duty to CASA to ensure that CASA is financially viable and sustainable and safeguards against misuse, waste and fraud. A principal Board responsibility is to engage in ongoing relationship management activities. This includes relationship management of foundations, corporations, individuals, and volunteers.

The Board of Directors hires and establishes the compensation for the Executive Director but management of the organization is the responsibility of the Executive Director. Each Board Member is also expected to:

- Attend monthly meetings and annual strategic planning meeting. A minimum attendance of 6 out of 8 Board meetings is required, plus the annual Strategic Planning meeting. Preferred attendance is in person, but conference calls are acceptable from time to time.
- Volunteer a minimum of 4 hours per month toward Board responsibilities, public relations efforts, relationship management activities and events.
- Assist in the recruitment, selection and training of new Board Members and in developing potential executive committee members.
- Provide an annual financial contribution to the organization
- Participate in at least one Board sub-committee
- Act as ambassador to the community on behalf of the organization.

The Board of Directors operates as a cohesive team and consistently fulfills its commitments. The Board and the Executive Director create a powerful, effective partnership that benefits the best interest of the organization.