

Friends of Alameda County Court Appointed Special Advocates (CASA) Program

Member of the Board Job Description



JOB DESCRIPTION

- Promote and support funding for the work of Alameda County CASA to support the best interests of abused and neglected children
- Provide input into overall program direction and budget to help ensure effective and ethical management an operations
- Serve as a community voice on behalf of Alameda County CASA

RESPONSIBLE TO

- Chair of the board of directors with support from the executive director

DUTES AND RESPONSIBILITIES

- Secure funds required for current expenses by mobilizing volunteers and staff to actively participate in fundraising efforts
- Ensure that the financial affairs of the Friends Board are conducted on a responsible basis in accordance with established policies
- Participate in developing, implementing and reviewing the progress of the strategic plan

PRINCIPAL DUTIES

- Prepare for, attend, and participate in scheduled board meetings as outlined in the bylaws
- Participate on standing and ad hoc committees
- Potentially serve as officer such as chair, vice chair, treasurer or secretary during tenure
- Be knowledgeable about the organization's programs, policies, and services
- In partnership with the executive director, staff and board, develop and implement strategic plan
- Approves annual budget, audit reports and material business decisions; being informed of and meet all legal and fiduciary responsibilities
- Act as an ambassador for the organization at community events, to other organizations, to private individuals and the public at large
- Be informed about the needs of the community and the organization's constituents
- Provide referrals for potential board members, volunteer prospects, and fundraising possibilities
- Ensure commitment to a diverse board and staff that reflects the communities served
- Contribute financially on an annual basis at a level that is personally meaningful and significant
- Build relationships and cultivate sources of financial support and assist with fundraising efforts from individual donors, corporate and/or foundations
- Participates in the annual performance evaluation of the executive director, as appropriate, if directed by the chair of the board
- Typical hours will range from 4-8 hours per month

TERM

- Two years /Three terms maximum then minimum one year break required, then reapply/vote

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Website: www.casaofalamedacounty.org – Facebook: AlamedaCountyCASA