



**Henrico CASA - Court Appointed Special Advocates
Board Member
Position Description**

The Henrico CASA Board elects a member to his/her position based on demonstrated involvement, support, and commitment to the core beliefs and mission of CASA. In accepting a two-year appointment, an individual agrees to fulfill the requirements and meet the responsibilities associated with Board membership.

These include, but are not limited to:

1. Attending and participating in all scheduled Board meetings. Meetings are held bi-monthly or as needed from July to June, typically on the second Thursday beginning at 6:00 p.m. at the CASA Office. The Board will present an Annual Orientation in July.

Requirements: If any member misses two or more regularly scheduled meetings in a program year, the Board may, in its sole discretion, remove the member and declare the seat vacant. Before voting on the removal of a member of non-attendance, the Board or its representative will give notice to the member and afford the member the opportunity to explain the absences. The Board will consider the explanation given along with any other relevant factors such as service on Board Committees, another service to CASA, or other extenuating circumstances. The Board's action to remove a member will be by a majority vote of those members voting and will be effective immediately. A Board member may take leave for up to six (6) months, for illness, work assignment, or other reasons deemed appropriate. The request for leave must be made in writing to the Executive Committee, and the Board members must approve the leave request. During the leave period, the Board member will be removed from the Board and will not be required for quorum purposes. The Board member will be automatically reinstated by the Director at the end of the leave period. The leave period will extend a Board member's term by the same period.

2. Completing Board and Program Orientation at the beginning of the fiscal year and attending a minimum of one court hearing annually.
3. Serving in an advisory and advocacy capacity and providing active support through Board and committee advocacy as an active committee member. CASA Board committees include: 1) Fund Development; 2) Finance; 3) Governance; and 4) Leadership. Committees may meet monthly throughout the year to fulfill the committee goals and action plans.
4. Accepting leadership and participatory roles on the CASA board and committees as needed and working closely with the CASA staff on behalf of CASA's mission, goals, and objectives.
5. Becoming a representative and spokesperson in your community for Henrico CASA and its mission. This could involve talking with prospective donors, business acquaintances, and volunteers, and making an entryway for the Executive Director and/or staff to more fully present CASA's mission.
6. Representing CASA at events and community activities and programs whenever possible. This includes attendance at fundraising events.
7. Becoming familiar with the programs, court proceedings, and activities sponsored, organized and coordinated by the CASA staff.
8. Contributing financially to Henrico CASA. All board members are expected to support CASA with an annual gift at a level meaningful to the Board member's household and by requesting corporate matching gifts or Board member grants where applicable.

I hereby agree to uphold these expectations and serve Henrico CASA to the best of my ability.

Signature

Date



**Henrico CASA - Court Appointed Special Advocates
Advisory Member
Position Description**

The Henrico CASA Board will offer the Advisory Member position based on demonstrated interest, involvement, support and commitment to the core beliefs and mission of CASA. In accepting an advisory role, an individual agrees to fulfill the requirements and meet the responsibilities associated with that of an Advisor.

Based on the Board's specific needs, an Advisor's role might include, but is not limited to:

1. Attending and participating in all scheduled Board committee meetings and Board meetings as needed.

Requirements: Serving actively as a Board committee member. CASA Board committees include: 1) Fund Development; 2) Finance; 3) Governance; and 4) Leadership. Committees meet as needed throughout the year to fulfill the committee goals and action plans.

2. Accepting leadership and participatory roles in the CASA Board and committees as needed and working closely with the CASA staff on behalf of CASA's mission, goals, and objectives.
3. Completing Board and Program Orientation at the beginning of the fiscal year and attending a minimum of one court hearing annually.
4. When appropriate, becoming a representative and spokesperson in your community for Henrico CASA and its mission. Possible activities might include talking with prospective donors, business acquaintances, and volunteers, and making an entryway for the Executive Director and/or staff to more fully present CASA's advocacy success.

5. Representing CASA at events and other community activities and programs whenever possible. This specifically includes attendance at annual fundraising events.
6. Becoming familiar with the programs, court proceedings, and activities sponsored, organized, and coordinated by the CASA staff.
7. Contributing financially to Henrico CASA. All advisory members agree to support CASA with an annual gift at a level meaningful to the Board member's household and agree to request corporate matching gifts where applicable.

I hereby agree to uphold these expectations and serve Henrico CASA to the best of my ability.

Signature

Date