



## **Member of the Board of Directors Job Description and Expectations**

### **Position:**

The Board will support the work of CASA of West Central Illinois and provide mission-based leadership and strategic governance. While day-to-day operations are led by CASA of West Central Illinois's Executive Director, the Board-President/Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

### **Board Member Responsibilities Include:**

#### **1. Overall Duties**

##### **Duty of Care:**

A board member has the duty to exercise reasonable care when he or she makes a decision for the organization. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.

##### **Duty of Loyalty:**

A board member must never use information gained through his/her position for personal gain; and must always act in the best interests of the organization.

##### **Duty of Obedience:**

A board member must be faithful to the organization's mission. He or she cannot act in a way that is inconsistent with the organization's goals. The board member is trusted by the public to manage donated funds to fulfill the organization's mission.

Board members are required to sign a conflict-of-interest policy annually.

##### **Directors also:**

- Make sure that the organization follows the law.
- Are required to attend most board meetings, thus indicating their dedication to the organization.

#### **2. Strategic Leadership, Governance and Oversight**

##### **Partnership with Executive Director**

- Serve as a trusted advisor to the Executive Director as she/he develops and implements CASA of West Central Illinois' strategic plan.
- Contribute to an annual performance evaluation of the President/CEO.



#### Strategic Planning

- Partner with the Executive Director in strategic plan development and continued strategic and generative thinking to guide and sustain CASA of West Central Illinois.
- Review outcomes and metrics created by CASA of West Central Illinois for evaluating its impact and regularly measure its performance and effectiveness using those metrics.

#### Board Development

- Assist the Executive Director and Board Chair in identifying and recruiting other Board members.
- Ensure CASA of West Central Illinois' commitment to a diverse Board and staff that reflects the communities it serves.
- Participate in Board's annual self-assessment process.

#### Governance

- Represent CASA of West Central Illinois to stakeholders, and act as an ambassador for CASA of West Central Illinois.
- Review agenda and supporting materials prior to Board and Committee meetings.
- Serve on Committees or task forces and take on special assignments.

#### Fiscal and Other Oversight

- Approve the annual budget, audit reports, and material business decisions; be informed of and meet all legal and fiduciary responsibilities.
- With the Executive Director and other Board members, ensure that Board resolutions are carried out.
- Oversee operational and external risks (contract compliance, client service, human capital, technology, regulatory, etc.)
- Board members will sign a Whistleblower Policy and Discrimination-Free workplace agreement annually.

### **3. Fundraising**

So that CASA of West Central Illinois can credibly solicit contributions from foundations, organizations, and individuals, CASA of West Central Illinois expects to have 100 percent of Board members make an annual contribution that is commensurate with their capacity.

### **4. Board Terms/Participation**

CASA of West Central Illinois Board members will serve a three-year term to be eligible for reappointment for up to two additional terms. Each Board member will serve on at least one Committee. Board meeting calendars are set annually. Regular Board meetings are typically held once a month on the fourth Tuesday of the month at 12:30pm either at the CASA office or via Zoom.

#### Fulfillment of Responsibilities

If a Board member is not fulfilling their responsibilities as outlined in 1-4 above for any reason, it is expected that the board chair will address the problem quickly, informally or formally, depending upon



SERVING HENDERSON, KNOX, MCDONOUGH & WARREN COUNTIES

49 N. PRAIRIE ST., SUITE A  
GALESBURG, ILLINOIS  
309.343.4299

---

the situation. If a board member's non-fulfillment of responsibilities necessitates suspension or removal from the board, the board chair will present this need to the Executive Committee or full board for review and approval of actions to be taken.

**Qualifications:**

This is an extraordinary opportunity for an individual who is passionate about CASA of West Central Illinois' vision, mission, and values and who has a track record of Board leadership. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- A commitment to and understanding of CASA of West Central Illinois' unique role as a member of National CASA/GAL and as the organizing body for CASA of West Central Illinois' member local programs.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of the children and families CASA of West Central Illinois serves.