



CASA

Court Appointed Special Advocates
FOR CHILDREN

DOUGLAS COUNTY CASA

Staff

Erick J. Vaughn
Executive Director
Susan Harkins Allen
Amy Buchele-Ash
Margie Carr
Sarah Hoadley
Carol Huettner
Carolyn Johnson

Board of Directors

Jennifer Adhima
Paula Branizor
Kelley Catlin
Sarah Cauthon
Katie Higgins
Claudia Kressig
Kenna LaRue
Jessica Pryor
Loretta Severin
Cathy Shenoy
Gina Spade
Ken Wertzberger
Marc White

Jill LaPoint
*CASA Ambassadors
President*

Grace Coker
*Kappa Alpha Theta
Philanthropy Chair*

Jean F. Shepherd
*Founder and Honorary
Board Member*

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Lawrence, KS 66044-3046

785-832-5172

casa@douglascountyks.org

www.dccasa.org

Spring 2020

Thank you for your interest in Douglas County CASA. Our CASA volunteers provide a powerful voice, a committed advocate, and a consistent presence for children in our community who have experienced abuse and neglect. Our Board of Directors provides crucial support to our CASA agency, and we appreciate your willingness to consider serving CASA as a member of our Board.

Our Board of Directors is comprised of caring individuals from the all over the community – professionals, retirees, stay-at-home parents, volunteers and students. Our common bond is a deep-rooted commitment to the mission of CASA, and our willingness to serve.

Our Board provides direction, governance, and support to the organization. Board members set policies, monitor finances, and evaluate our efforts. We are a working board – we set goals each year, and through monthly board meetings and committee work we strive to achieve those goals.

Included in this packet is information we hope you will find useful as you consider joining us on the Board of Directors:

- Board Member Job description and Common Questions and Answers
- CASA Board of Directors Application Form

We also encourage you to visit our website (www.dccasa.org). If you would like further information about CASA or service on the Board of Directors, please contact me at **785-832-5172**. If you are interested in joining our Board, please return your completed information form to us at director.dg.co.casa@gmail.com. Thank you for your interest!

Sincerely,

Erick Vaughn
Executive Director



Douglas County CASA

Board of Directors Job Description

Your job as a member of the CASA Board of Directors is usually defined as “policy-maker”. This is a textbook description of your primary role - and it certainly is correct. However, it does not give you a full understanding of what you actually do as a board member. As a board member, there are five general areas of responsibility that you will be asked to oversee detailed below.

HIRE AN EXECUTIVE DIRECTOR: This responsibility is not needed often; in fact this was just successfully completed in July 2019. However, each year the board, reconfirms its decision following a formal performance review of the Executive Director.

PLAN FOR THE FUTURE: The board is responsible for periodically revisiting our mission and vision statement and long-range plan, setting goals directly tied to the mission and vision statement, and accomplishing those goals with specific strategies. The current [Strategic Plan](#) is available on our website at dccasa.org.

RAISE FUNDS: The Board commits to participating in fundraising activities that will generate funds needed to meet the financial goals outlined in the program’s strategic plan. This includes identification, cultivation, requests, and stewardship of funders and donors. Each board member is expected to use their given skills along with all the board, staff, and volunteers to complete this important work. CASA’s major fundraising activities are the spring Superhero Run, the fall “CASAblanca” fundraising gala benefit, and our spring and winter direct mail campaigns. Other fundraising efforts occur during the year.

MONITOR FINANCES: At monthly board meetings, the Board Treasurer presents current financial reports for the board’s review. These statements provide information on the revenues and expenditures by CASA relative to our budget. Additionally, the board is responsible for engaging an auditor to complete an annual audit.

ADVOCATE FOR CASA: Advocacy includes offering your expertise to the organization, being a community connection for CASA, and helping to recruit.

Board members are also responsible for reading and understanding meeting minutes, the Director’s report and all other materials provided at board meetings, by mail or email. Board members should review and respond to all communication from the Director and Board President as appropriate.

QUESTIONS AND ANSWERS

Q: How often does the board meet?

A: The board meets monthly, the second Wednesday of the month, from 6:30-8:00 pm at the CASA office. Any changes to this schedule will be determined at the January or February board meeting.

Q: What would my term of service be?

A: Board members serve staggered three-year terms that traditionally begin in January. Approximately one third of the board rotates off each year. Board members are eligible to serve two consecutive three-year terms.

Q: Will I receive any training?

A: We have a formal orientation for new board members consisting of an overview of roles and responsibilities. In addition, our Executive Director provides orientation on CASA - its history, purpose and operation before you attend your first board meeting.

Q: Do I have to give a certain amount of money?

A: Board members are expected to contribute financially. Board donations reinforce our commitment to the CASA mission and make it easier to solicit contributions from community members. Past board donations have ranged from \$25.00 to \$10,000.00.

Q: What will my committee responsibilities be?

A: Each board member is required to actively serve on at least one committee. Fortunately, we have quite a few committees to satisfy a range of interests and available time.

Q: How and when are officers elected?

A: The CASA Board of Directors elects four officers: President, Vice President, Treasurer, and Secretary. These four officers make up the Board of Directors Executive Committee, along with the Past President. Any board member is eligible to hold office. Officers serve for a one-year term and may serve two consecutive terms. They are elected annually by the full board at the November or December meeting and begin their term in January.

Q: Whom do I call if I want additional information about being a board member?

A: You may call Erick Vaughn, our Executive Director, 785-832-5172, or 785-766-4284.



Douglas County CASA, Inc.
Board Member Application Form
*Term: January 2020 – December 2022**
**This application is to fill unexpectedly vacated positions*

Name: _____

Address: _____
Street City Zip

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Birth Date: _____ **Spouse's Name:** _____

Ethnicity: African American Asian Caucasian
 Hispanic Native American Other: _____

Educational background: _____

Employer: _____

Employer Address: _____
Street City Zip

Work Phone: _____ **Fax Number:** _____

Position Title: _____ **Email Address:** _____

I prefer to receive information at: Home/Personal Email Work Email Mail

Area(s) of Expertise:

- | | |
|--------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Grant Writing or Other Writing Skills |
| <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Personnel/Human Resources | <input type="checkbox"/> Evaluation/Research |
| <input type="checkbox"/> Accounting/Finances | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Insurance/Risk Assessment | <input type="checkbox"/> Social Service/Child Welfare Education |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Strategic Planning/Program Development |
| <input type="checkbox"/> Other (please specify): _____ | |



Other affiliations (religious, fraternal, alumni, etc.): _____

Please describe any experience as a Board member and/or as a volunteer: _____

What interests you in becoming a board member for Douglas County CASA? _____

Do you have experience working with children? If so, please describe: _____

Do you have any personal experience with child abuse and neglect? If so, please describe: _____

Have you had prior contact with the juvenile justice and criminal justice systems? If so, please describe: _____

How did you first learn about CASA? _____

Any other information you would like us to know about you or your reason for applying?



Names and contact information for 4 references:

Name: _____

Mailing address: _____

Email: _____

