

**POLICIES AND PROCEDURES FOR
CASA of Gage County
Board of Directors**



Dear CASA of Gage County Board members,

This manual will provide you with the policies and procedures of this CASA program. This manual is not a contract and does not guarantee any fixed terms and conditions of an employee's participation in the CASA program. It is information that we would like you to become familiar with and follow because your commitment to these policies and procedures will make CASA of Gage County a stronger and more effective program. It will also help us maintain a level of professionalism, which is an integral part of CASA.

CASA of Gage County is looking forward to having a long and beneficial relationship with you.

We encourage any suggestions you may have for improving our services or our policies and procedures manual. We have an "open door" policy. Therefore, if you have any problems or questions concerning the policies and procedures outlined in this manual, we want you to feel comfortable enough to take the matter up directly with me. The governing board is diverse and has members who bring a range of skills, backgrounds, and knowledge that support the CASA/GAL program in fulfilling its mission.

The policies and procedures in this manual apply to all CASA Employees.

Sincerely,
Amber Lovitt
CASA of Gage County
Executive Director

**CASA of Gage County Program
Board of Directors Policies and Procedures**

The CASA of Gage County Board of Directors carries out the aims and purposes of the Program, promotes its programs, upholds the Program's Standards and Code of Ethics, and manages and controls all of its property and assets. The Purpose of the policies, procedures, and regulations is to conduct the business of the CASA of Gage County program.

COMPOSITION: The Board consists of not less than three (3) nor more than fifteen members. The Board includes the officers (President, Vice-President, and Secretary/Treasurer) who are elected by voting members. The Board is composed of individuals from the corporate and nonprofit sectors, CASA Volunteers, representatives of County Boards of Commissioners, and shall be culturally and ethnically diverse. Officers serve a three-year term. The fiscal year of the Corporation shall begin on July 1, and the last day of the fiscal year shall be June 30.

MISSION: Our Mission is to advocate through the court system for the best interest of children identified as abused and neglected through the recruitment and training of committed volunteers. We strive to ensure a safe, secure, and nurturing environment for each child and that each child has a voice as their future and care are determined.

OUR VISION: The vision of CASA of Gage County, Nebraska, is to offer diverse volunteers, services, and programs to children identified as abused and neglected children; and to provide education to the public in order to increase awareness surrounding abuse and neglect of children.

OUR CORE VALUES: The CASA of Gage County program provides trained and qualified community volunteers to advocate for the best interests of children who are before the court as a result of abuse or neglect as defined by the state child welfare laws.

CULTURE

We are ONE team. CASA creates a supportive, inclusive, and flexible environment where everyone feels trusted, valued, and respected. Empowering volunteers ensures children involved in the child welfare system have a dedicated, passionate, and powerful voice advocating for their best interests. CASA provides critical and transformative resources, recommendations, and solutions. High value is placed on personal and professional development, and we embrace the process of change by learning from our mistakes and constantly evolving.

PRIMARY RESPONSIBILITIES OF THE BOARD OF DIRECTORS

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purposes of the organization
- Selecting, supporting, and evaluating the performance of the Executive Director
- Ensuring that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
- Approving and monitoring the organization's programs and services
- Assessing its own performance as the governing body of CASA

PRIMARY RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Know the organization's mission, vision, core values, organizational culture, policies, programs, and needs.
- The program staff, volunteers, and governing board participate in, at least annually, education and training approved and documented by the program related to diversity, equity,

and inclusion.

- Help identify personal connections that can benefit the organization's fundraising and reputational standing and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees, Appoint a liaison to the committee
- Sign an annual conflict of interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of CASA

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

CASA of Gage County honors the dignity and value of all people, experiences, and perspectives. CASA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, age, sex, gender, pregnancy, national origin or ancestry, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, political affiliation, disability, or any other characteristic protected by law.

TERM OF OFFICE: Board Members serve three-year terms with a limit of Three terms as long as they are members in good standing. Examples of "good standing": attending Board meetings, completing assigned duties, recruiting, promoting, and completion of background checks after each term. Three years, and can serve three consecutive terms and then off for at least one year before beginning another term. After each three-year term, to serve on the CASA of Gage County Board an evaluation will be completed by the current President, Vice President, and CASA of Gage County Executive Director. With a score of 7 or above, you may serve an additional term. These scores will be determined by participation and attendance at the CASA of Gage County Board meetings and events. The Board consists of not less than three (3) nor more than fifteen (15) members The Board includes the officers (President, Vice-President, and Secretary/Treasurer) who are elected by voting members. The Board is composed of individuals from the corporate and nonprofit sectors, CASA Volunteers, and representatives of County Boards of Commissioners, and shall be culturally and ethnically diverse. Officers serve a one-year term.

OFFICERS

The officers of the Corporation shall be a President, Vice-President, Secretary, Treasurer, and Executive Director, each of whom shall be elected by the Board with the exception of the Executive Director who shall be hired and appointed to the position by the Board. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board. Any of the officers of the Corporation, including the Executive Director, shall have the right to call a special meeting. The Executive Director shall have no right to vote at any meeting of the Corporation.

President - The President shall be the chief executive officer of the Corporation. The President shall, when present, preside at all meetings of the Board. The Chair may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to come other officer or agent of the Corporation.

Vice-President - The Vice-President of the Corporation, in the absence of the President, shall preside at all meetings of the Board. She or he shall be directly responsible to the President for all committee activities and shall be an ex-officio member of all standing and special committees. The Vice-President shall also perform such other duties as usually pertain to the office, or as may be assigned by the President or Board.

Secretary - The Secretary shall serve as Secretary of the Board as well as Secretary of the Corporation. The Secretary shall record accurate minutes of all meetings; shall maintain the organization's permanent records; shall update all addresses; shall assist in official communications of the organization, and shall perform such other duties as pertain to this office or may be assigned by the President of the Board.

Treasurer - The Treasurer of the Corporation shall assist staff in the preparation of and adherence to an approved budget; shall ensure accurate financial records are maintained; shall keep the Board regularly informed of the financial strengths and weaknesses of the Corporation; shall ensure that appropriate forms are filed with the IRS and shall perform such other duties as pertaining to this office or as may be assigned by the President of the Board.

Executive Director - The Executive Director shall be the non-voting chief operating officer of the Corporation, shall be the executive in charge of the Corporate office, and, subject to Board oversight, shall be responsible for the selection and supervision of employees of the Corporation. The Executive Director shall be responsible for the planning and execution of the agenda for all Corporate meetings. The Executive Director shall keep all accounts, receive all monies paid to the Corporation, and deposit all funds within thirty (30) days after receipt thereof. The records and books of the Executive Director shall be open to the inspection of any members of the Board as well as any auditors named by the Board.

TIME COMMITMENT: The Board of Directors meets quarterly unless determined by members differently during time frame projects. The Directors shall meet for regular meetings to discuss and transact the business of the Corporation as outlined in these Bylaws. Such meetings shall occur at such time, date, and place as shall be set by the meeting called by the President, Executive Director, or by written request from a majority of the Directors. The Directors shall meet for regular meetings at least four (4) times annually, once each quarter, to conduct the business of the Corporation.

The officers of the Corporation shall be elected annually by the Board at the first meeting of the Board held after the annual meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. Each officer shall hold office until her or his withdrawal, death, or removal by the Board. Upon such discontinuance in office, her or his successor shall be duly elected.

ORIENTATION: An orientation is provided for new Board Members.

BOARD COMMITTEES: The Board may designate and appoint one or more standing or temporary committees.

The President appoints committee chairs.

Members of a committee are appointed by the Chairperson.

The Board may, when it deems appropriate, designate from outside its membership, to carry on the mission and business of the Corporation.

Committees of the Board are

- (1) Executive Committee (Policy, Procedures, and Program Evaluation)
- (2) Fundraising Committee Public Relations and Marketing
- (3) Financial Committee.

- Executive Committee- The Executive committee is responsible for overseeing board policies and ensuring good governance practices. The Committee also ensures the board has policies and procedures in place to guide the operation of the organization in a legal and ethical manner.
- Finance committee- The purpose of the Finance Committee is to assist the Board of Directors in fulfilling its oversight responsibilities with respect to the monitoring and oversight of the CASA's financial resources, including its management and recovery and resolution planning processes.
- Fundraising- The Fundraising Committee is a committee with the goal of raising funds to ensure the financial viability and stability of the organization. This committee can also help and become responsible for Public Relations and Marketing for the CASA of Gage County program.

Resignation and Removal of Directors: A Director may resign at any time upon written notice to the Board addressed to the attention of the President or Secretary. A Director may be removed, with or without cause, by the affirmative vote of the majority of the Directors then in office who are present and voting at a meeting at which a quorum is present, provided that the seven (7) day notice be given of removal.

COMPENSATION: Board Members of the program serve in a voluntary capacity.
DOCUMENTATION: Background checks are conducted on all Board Members, at the beginning of every 3-year term.

Signed and dated confidentiality for each governing board member.

Signed and dated conflict of interest policy for each governing board member.

Responsible To: President of the CASA of Gage County Board of Directors.

The CASA of Gage County program attempts to be:

Unbiased – We will remain objective in relationships with all parties.

Respectful – We will seek to be aware of the cultural as well as the socio-economic differences represented throughout our state.

Accountable – We believe that our work should only include quality services that are standard across the County.

Additional Responsibilities of Board Members:

To commit to furthering the goals and objectives of CASA of Gage County by actively participating in meetings, serving on committees, advising staff, keeping apprised of pertinent issues, responding to the CASA volunteer's concerns, and assisting with the program's endeavors.

To provide fiscal oversight and accountability to ensure that CASA of Gage County resources is used wisely and consistently with federal and private funding requirements.

The program regularly analyzes

- The Cost of operations.
- Current and potential funding sources.
- Allocation of funds.
- Effectiveness in achieving budget objectives.

The program annually files the required Internal Revenue Service (IRS) Form 990 in a timely manner which is provided to the governing board or designee prior to filing.

The program makes timely payments to the IRS and to other taxing authorities, as required by law.

Independent audits, financial reviews, or compilations are required annually as follows in the table below. Audits are recommended at least every three (3) years regardless of annual revenue.

A financial audit, review, or compilation is completed within nine (9) months following the close of the fiscal year.

The program annually reviews its insurance coverage with its insurance carrier to insure adequate coverage

Qualifications:

Brings a range of skills, backgrounds, and knowledge such as

- A. Skills and experience to serve at a policy-making level;
- B. Ability to advocate for sufficient financial resources for the program to carry out its purpose;
- C. Knowledge of the court system and the community served;
- D. Ability to reflect community and client interests and to advocate for culturally responsive service delivery;
- E. Other specialized skills needed to carry out the objectives of the program;
- F. Completes Board Application for Membership and
- G. Sign release for record checks including
 1. Social security number verification;
 2. Criminal records from the court jurisdiction in which the board member currently resides and works;
 3. State criminal records;
 4. FBI or another national criminal database;
 5. National Sex Offender Registry and
 6. Child abuse registry or child protective services check where permissible by law.

Involvement with the Legal/Welfare System

The CASA of Gage County Board of Directors must immediately notify the program if he/she is charged with or convicted of a criminal offense, or becomes involved in any other court proceeding, which might cause a conflict of interest or adversely affect the Board of Director's ability to effectively serve on the board. This includes notifying the program if the Board of Directors or any member of the Board member's immediate family becomes involved in a case with allegations of child abuse or neglect. The CASA of Gage County Program reserves the right to perform background checks on the Board of Directors at any time.

Conflict of Interest Statement

No member of the CASA of Gage County Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the program. Each individual shall disclose to Gage County CASA any personal interest that he or she may have in any matter pending before the program and shall refrain from participation in any decision on such matter.

As a CASA of Gage County volunteer, you may not engage in activities or employment that may result in a potential ethical or legal conflict with the standards, practices, and policies of CASA and/or the National CASA Association. Notwithstanding the above, the Board of Directors may waive the foregoing restrictions and allow a board member, committee member, or staff member with a conflict of interest to join in such a portion of the discussion on the matter of interest as the board deems appropriate.

All CASA of Gage County members has an obligation to avoid any activity, agreement, business investment or interest, or other situation that could create the appearance of or be construed as a conflict with the agency's best interests or as an interference with the volunteer's duty to serve the agency and/or its clients to the best of their ability.

These actions include, but are not limited to:

- Using position for private gain.
- Giving preferential treatment to any person.
- Losing complete independence or impartiality.
- Making a CASA of Gage County decision outside official channels.
- Having a direct or indirect financial or personal interest that conflicts substantially, or appears to conflict substantially, with the volunteer's duties and responsibilities.

When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the voting Board of Directors, excluding the person (s) who may have the possible conflict.

Please list any potential conflicts of interest below, if none please indicate None:

Potential Conflict How Resolved

Now, this is to certify that I, except as described below, am not now nor at any time during the past year have been: A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other parties; doing business with CASA of Gage County which has resulted or could result in personal benefit to me.

Signature: _____ Printed name: _____

Date _____

Reviewed 05/03/2022