



center against sexual & family violence

Welcome!

Thank you for your interest in serving on the board of directors for the Center Against Sexual & Family Violence. Your valuable input and perspective as a board member will help CASFV continue its work to help victims of family violence and sexual assault. By sharing your time and expertise, victims will continue to receive crucial services that will keep them safe, begin their transition to a violence-free life, and offer support to them as they face many obstacles. We are equally committed to violence prevention through community education and advocacy. By joining CASFV, you are standing with us to confront domestic violence and sexual assault in all its forms and bring safety, support, and empowerment to victims.

Maya Angelou said, "I have found that among its other benefits, giving liberates the soul of the giver."

As a board member, you give that which is most valuable – your time.

I would be glad to visit with you about our work and give you a tour of our facilities, should you be interested. Again, thank you for your willingness to serve our community.

Sincerely,

A handwritten signature in black ink that reads "Sandra N. Garcia". The signature is written in a cursive, flowing style.

Sandra Nevarez Garcia
Executive Director
Center Against Sexual & Family Violence
(915) 593-1000 ext 403
sgarcia@casfv.org



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Board of Directors Job Description

Welcome to the Center Against Sexual & Family Violence. Your commitment to serve as a member of the Board of Directors indicates your interest and concern for victims of domestic violence and sexual assault.

GENERAL RESPONSIBILITIES:

- Determination of mission and purpose
- Policy making
- Planning, review and evaluation
- Selection, support and performance review of the Executive Director
- Financing/financial oversight
- Fund Development

INDIVIDUAL RESPONSIBILITIES:

- Attendance: Attendance at board meetings. It is understood that board members are committed to the programs of the CASFV and will attend meetings on a regular basis to ensure continuity in decision making.
- Training: Participation in annual training. Board members are also encouraged to attend volunteer training sessions when possible.
- Committees: Each board member will be a member of and attend meetings of at least one standing committee.
- Contributions: Each board member is expected to contribute personally in accordance with their individual abilities, annually.
- Fund Development: Board members are expected to participate in at least one fundraiser annually.
- Advocacy: Board members are expected to be informed on issues of domestic violence and sexual assault and represent the CASFV in the community as an advocate on abuse related issues.

Signature: _____ Date: _____



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Board of Directors Job Description

TITLE: Member, Center Against Sexual & Family Violence Board of Directors

REPORTS TO: Board Chair

ROLE: To serve as a voting member of the board of directors for the CASFV agency, developing policies, procedures and regulations, monitoring financial performance and agency's programs.

TIME

EXPECTATIONS:

- Attend annual meeting in which installation of officers and new board members occurs.
- Attend regularly scheduled board meetings held on the 4th Thursday of every month.
- Participate actively in one or more committees of the board, as needed.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities.
- Attend, support and participate in special events and fund-raising events.

OBLIGATIONS:

- Fully understand and support the mission of the CASFV Agency.
- Establish policy
- Hire, supervise and evaluate the Executive Director
- Make annual personal (and/or professional) financial commitment
- Monitor the agency's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent and advocate for the agency to the public and private sector.
- Bring personal/professional expertise and that of others to support the mission of the agency.



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Commitment Letter

I _____, agree to serve as a member of the board of directors of _____. I understand that my term of office begins _____ and extends for _____ years, ending _____.

As a member of the Board of Directors, I agree to:

- Abide by the Bylaws of the organization;
- Make an annual financial contribution within my abilities;
- Attend all meetings of the Board, including special meetings, unless excused;
- Avoid any conflict of interest or appearance of conflict;
- Participate in short- and long-range planning activities;
- Ensure effective fiscal controls and accountability;
- Approve the annual budget

I agree that if at any time, I am unable to fulfill the commitments of a member of the Board of Directors of _____, I will give appropriate notice of resignation to the Chair of the Board.

Name (Printed)

Signature

Date



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Board of Directors Application Questionnaire

Section I

Name: _____

Address:

Home: _____
& Street City State Zip

Business: _____
& Street City State Zip

Contact Information

Preferred contact number: _____ Home, Office, or Cell (Please circle one)

Secondary contact number: _____ Home, Office, or Cell (Please circle one)

E-mail: _____ Ethnicity: _____ Gender: _____

Business/Profession: _____

Title: _____

Education: _____

Section II

Please list your past and current board membership with other organizations and the years served.

<u>Organization:</u>	<u>Position:</u>	<u>Terms:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you able to attend board meetings a minimum of once a month, 11:45 am on the fourth Thursday of each month?

Section III

What type of response to family violence or sexual assault do you feel is needed from legislators, law enforcement agencies, and local community leaders to help abate family and sexual violence in our society?

Please describe your personal goals for the Center Against Sexual & Family Violence.

Section IV

How will your participation on the Board help achieve CASFV's goals and the personal goals described above?

Which of your skills would you like to utilize on the Board? Check those that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Board development | <input type="checkbox"/> Financial management | <input type="checkbox"/> Training |
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Fundraising | <input type="checkbox"/> PR/Marketing |
| <input type="checkbox"/> Staffing / HR | <input type="checkbox"/> Legal/law enforcement | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Community networking | <input type="checkbox"/> Facilities management |
| | | <input type="checkbox"/> Other _____ |

Other skill(s) of yours that you would like to utilize?

Please attach your resume and return to:
CASFV, P.O. Box 26219, El Paso, Texas 79926.

CENTER AGAINST SEXUAL & FAMILY VIOLENCE, INC. CRIMINAL BACKGROUND CHECK

I HEREBY AUTHORIZE THE CENTER AGAINST SEXUAL & FAMILY VIOLENCE, INC. OF TEXAS (CASFV) TO DO A CRIMINAL BACKGROUND CHECK. I UNDERSTAND THAT THE INFORMATION GAINED BY THIS CHECK WILL BE SHARED ONLY WITH THE TEXAS DEPARTMENT OF HUMAN SERVICES AND THE CASFV.

Signature: _____

Print Name: _____
 First **Middle** **Nickname/Alias** **Last** **Maiden**

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Place of Birth: _____

Mother's Maiden Name

Father's Last Name

Social Security #: _____ Driver's License #: _____

I certify that the information listed above contains no willful misrepresentation and that the information given is true and complete. I understand that misrepresentation or failure to provide this information will be cause for immediate termination.

State of Texas, County of El Paso

Sworn and subscribed to, before me this _____ day of _____ 200__

Signature of Notary

Print Name of Notary Public

My Commission Expires: _____



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Conflict of Interest Statement

1. I agree to readily disclose any potential conflict of interest, making it a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
2. I agree that I will not vote or use my personal influence on any matter, which might constitute a conflict of interest. I will ensure the minutes of any meeting where this might occur duly showing that I have abstained from voting due to the potential of an occurrence of a conflict of interest.
3. I understand that I may state my opinion or position on any matter described above, or answer pertinent questions to which I may lend my expertise, so long as I am not present during a board vote on the matter.

Name (Printed)

Signature

Date