



BOARD OF TRUSTEES

Member Job Description

MISSION

The mission of the New Jersey Coalition Against Sexual Assault (NJCASA) is to promote the compassionate and just treatment of survivors, their loved ones and significant others, foster collaborative relationships between community systems, and affect attitudinal and behavioral changes in society as we work toward the elimination of sexual violence against all people.

THE ROLE OF TRUSTEES

Individual Board members are expected to attend all Board meetings and actively participate in them. They also must serve on one standing committee and possibly on ad hoc committees, as needed. They also may serve as Board officers, when asked. Finally, Board members have the responsibility to make annual contributions to the Coalition, according to their means, to fulfill their proper role as Board members and to act in the best interests of the public trust and individuals and families the Coalition serves.

The power and authority of the Board of Trustees resides in the body, not in the individual members. Individual Board members do not have the authority over any staff members. Individual Board members that volunteer for operational responsibilities do so under the direction of the Executive Director and/or other appropriate staff, and are not acting in their capacity as Board members.

TRUSTEE REQUIREMENTS AND EXPECTATIONS

- ❖ Trustees must be current NJCASA Allied or Program members.
- ❖ The term of office is three years, beginning January 1, unless the member is filling an unexpired term of another member.
- ❖ Trustees are expected to do NJCASA work in-between Board meetings and serve on ad hoc committees when necessary.
- ❖ A Trustee may be removed from a Board position for behavior that is contrary to the mission of NJCASA or for chronic non-attendance at meetings.

The duties of individual Board members include, but are not limited to:

1. Becoming knowledgeable about the Coalition, its work, priorities and its program membership.
2. Attending all Board meetings and supporting as many activities as possible, including special events and Board retreats.
3. Becoming knowledgeable about the policies of the Board, its by-laws and other governing policies and procedures.
4. Coming to Board meetings well prepared and well informed about the issues on the agenda.
5. Contributing to meetings by expressing her/his point of view.
6. Considering other points of view, making constructive suggestions and helping the Board make decisions that benefit the work of the Coalition.
7. Serving as an “ambassador” of the Coalition to individuals, the public and other organizations.
8. Supporting the Coalition through a personal financial contribution, making the Coalition a recipient of one of her/his top three charitable gifts.
9. Assuming Board leadership roles when needed.
10. Keeping the Executive Director informed concerning any activities done on behalf of the Coalition.
11. Participating in fundraising activities.
12. Signing the attached Board of Trustees Pledge Form



BOARD OF TRUSTEES Board Member Pledge

Attendance

- Trustees will attend all Board meetings in a calendar year
 - I will give advance notice for circumstances that prevent or limit attendance to the Chair or Vice Chair.
 - I will give written notice to the Chair if an extended absence or resignation from the Board is anticipated or if resignation is necessary.
- Trustees will attend the annual Board retreat
 - I will give advanced written notice if my attendance will be limited.
 - I will contribute financially to an overnight retreat, if necessary, in an amount to be assessed equally among all trustees.
- Trustees will participate in at least one standing committee
 - I agree to attend and participate in all committee meetings
- Trustees will attend at least one external, non-NJCASA, board development training per year, in addition to regularly scheduled NJCASA sponsored/facilitated trainings.
 - I agree to attend one external, non-NJCASA, board development training per year.

Financial

- I agree to support NJCASA financially.
 - I will give annually to NJCASA, in an amount that makes NJCASA one of my top three charitable contributions for the year.

Member / donor cultivation

- I will cultivate members and donors for visibility and increased financial support for NJCASA.
 - I agree to host at least one cultivation event within my 3-year term
 - I agree to cultivate a recurring donor/ corporation/ foundation for monetary or in-kind contributions within my 3-year term.

Support of programming and events

- I agree to support or attend all events sponsored by NJCASA to the best of my ability
 - I will attend at least three NJCASA Sponsored events per year.
 - I agree to make contact with the SV program member in the county where I live and/or work and support or attend events or activities the program sponsors.

Advocacy / Awareness

- I agree to advocate on behalf of NJCASA whenever possible
 - I agree to inform others about NJCASA and our work
 - I agree to participate in policy action when needed
 - I agree to share information, with my family, friends and colleagues to increase issue awareness.

Name (Please Print)

Signature

Date