



Thank you for your interest in serving on the board of directors for the Center Against Sexual and 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 blue ink that reads 'Stephanie Karr'. The signature is written in a cursive, flowing style.

Stephanie Karr  
Executive Director  
Center Against Sexual and Family Violence  
(915) 593-1000 ext 403  
skarr@casfv.org

# Center Against Sexual and Family Violence Board of Directors Job Description

Welcome to the Center Against Sexual and 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: \_\_\_\_\_

# Center Against Sexual and Family Violence Board of Directors Job Description

TITLE: Member, Center Against Sexual and 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 3<sup>rd</sup> 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.

# Center Against Sexual and Family Violence 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

# Center Against Sexual and Family Violence Board of Directors Application Questionnaire

## **Section I**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street City State Zip Code

Business Address: \_\_\_\_\_

Street City State Zip Code

Phone Numbers: \_\_\_\_\_

Home Mobile Business

Email: \_\_\_\_\_

Business/  
Profession: \_\_\_\_\_

Title: \_\_\_\_\_

Education: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

## **Section II**

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

Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Terms: \_\_\_\_\_

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

**Yes / No**

**Section III**

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

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

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**Section IV**

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

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2. Please describe the skills and area of expertise that you feel you can contribute as a CASFV Board member.

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

# CENTER AGAINST SEXUAL AND FAMILY VIOLENCE, INC. CRIMINAL BACKGROUND CHECK

I HEREBY AUTHORIZE THE CENTER AGAINST SEXUAL AND 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: \_\_\_\_\_

# Center Against Sexual and Family Violence 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.

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Name (Printed)

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Signature

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Date