



**Thank you for your interest in the CAASE Board of Directors!** This document provides information about the CAASE organization and Board role, and the steps in the Board interview process.

Please reference the CAASE [Strategic Plan](#) and the following links: [2024 Year at a Glance](#), [Priority Issues](#), [CAASE in the News](#) for more information about the organization and strategic priorities.

The Board of Directors role includes the following responsibilities:

- Governance and oversight
- Every other month Board of Directors meetings (generally the last Thursday of every second month, beginning in January, 6-8 p.m. subject to change based on CAASE fundraisers and holidays)
- Participation on one or more Board subcommittees which are currently Audit, Board Development, Budget, Executive Director Review, Engagement/Fundraising (Spring Fundraiser, Fall Fundraiser, or Giving Tuesday), and Strategic Plan Implementation
- Fundraising – CAASE does not require all Board members to give or solicit a particular amount but does require every member to make an annual gift to CAASE that is significant according to their personal capacity. The guidance and expectation are that CAASE is one of each member's top three recipients of annual charitable giving

Overview of Board application process for candidates:

1. Introductory phone call/meeting with Kaethe Morris Hoffer, Executive Director of CAASE, to learn more about the organization and expectations of Board members
2. Complete the Application for Board Membership
3. Board interview with members of Board Development Committee
4. Board Development Committee presents candidates to full Board at Board Meeting