

**CASA of Southwest Oklahoma
BOARD MEMBER
INFORMATION SHEET**

Name of prospective board member: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Telephone: Day _____ Evening _____

E-mail: _____

Source of referral/information: _____

Special Skills

- | | |
|--|---|
| <input type="checkbox"/> Fund-Raising | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Personnel/Human Resources | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Finances | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Business | <input type="checkbox"/> Other: _____ |

Professional Background

- | | |
|--|---|
| <input type="checkbox"/> For-profit business | <input type="checkbox"/> Nonprofit organization |
| <input type="checkbox"/> Government | <input type="checkbox"/> Other: _____ |

Education

- | | |
|---|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Undergraduate college degree |
| <input type="checkbox"/> High school graduate | <input type="checkbox"/> Some graduate coursework |
| <input type="checkbox"/> Some college | <input type="checkbox"/> Graduate degree or higher |
| <input type="checkbox"/> Other: _____ | |

Other affiliations: _____

Other board service: _____

Known levels of giving: _____

Other pertinent information: _____

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
http://www.ok.gov/osbi/Criminal_History/

Type Of Search Requested:

Name Based - \$15.00
 Sex Offender - \$2.00
 Mary Rippy Violent Offender - \$2.00
 State Fingerprint-based - \$19.00
* Must provide fingerprint card.
* Includes name based search.

DATE _____

Request Submitted via:
 Fax Mail In Person

Requests will be returned in the manner received.

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:
()

ACCEPTABLE FORMS OF PAYMENT: CASH CASHIER'S CHECK / MONEY ORDER
 BUSINESS CHECK *No Personal Checks Accepted.* CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____
Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink)

REQUESTOR'S NAME _____ SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER () _____ E-MAIL ADDRESS _____
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)
Forms with corrections done with white out or by striking through the fields in this section will not be processed.

NAME _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) _____

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation Computerized Criminal History	Oklahoma Department of Corrections Sex Offender	Oklahoma Department of Corrections Violent Offender
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Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

CASA of Southwest Oklahoma
BOARD MEMBER DUTIES

TITLE: CASA of Southwest Oklahoma Board Member

PURPOSE: As approved by the Board of Directors of CASA of Southwest Oklahoma

Member Duties

Pursuant to the Bylaws, shall have full governing authority over the CASA of Southwest Oklahoma program. Specific duties of the board include, but are not limited to:

- (a) Promote the CASA Program mission within the community;
- (b) Develop and implement fund development plans and subsequent fund raising activities for the benefit of the CASA program;
- (c) Provide fiscal responsibility for the program and monitor the program's budget
- (d) Advise and approve program policies;
- (e) Monitor and evaluate program operations and effectiveness;
- (f) Take under advisement external and internal grievances as per program policy.
- (g) Assist the Executive Director in the hiring and employment of the CASA of Southwest Oklahoma Program Director.

Officers

Officers of the Advisory Board shall consist of a president, vice-president and secretary/treasurer. Officers shall be elected by a majority vote of the Advisory Board at the annual meeting. These officers shall serve one (2) year terms and may serve no more than two successive terms in a specific officer position. An officer can be re-elected to a prior position after at least one year off from the position.

Duties of officers shall include:

- (a) President- The president shall preside at all meetings of the Advisory Board and may serve as ex-officio member of all committees. (See job description for complete list of duties)
- (b) Vice- President- The vice-president shall discharge the office of the President in the absence of the President. (See job description for complete list of duties)
- (c) Secretary/Treasurer- the secretary/treasurer shall provide a report at each board meeting to describe the overall finances of the CASA program. Also, the secretary/treasurer will keep a correct record of the advisory board regular or special meetings and will publish minutes meeting accordingly. (See job description for complete list of duties)

Meetings

Regular meetings- The Advisory Board shall hold regular business meetings on an every other month basis routinely and never less than quarterly. Exact determination of the meeting schedule for the upcoming year shall be discussed and approved at the Annual Business meeting. Meetings shall be conducted with notice in compliance with the Open Meeting Act.

- ◆ **Annual Meeting-** The Annual meeting shall be held in June at which time officers shall be elected, policy and procedures and bylaws shall be reviewed and approved, and a schedule of meetings for the upcoming fiscal year shall be approved. Notice for the Annual Meeting will be given in compliance with Open Meeting Act.
- ◆ **Special Meetings-** Special Meetings may be called by or at the request of the President or any three (3) members. Notice shall be given 48 hours in advance. Notice shall include an agenda of matters to be considered.
- ◆ **Quorum-** A quorum shall be required at any meeting in order to proceed with an official/binding vote. A quorum shall consist of a simple majority of seated members at the time the meeting is called to order.

Board Member

Date

<p style="text-align: center;">CASA OF SOUTHWEST OKLAHOMA CODE OF ETHICS FOR BOARD</p>

As a member of the board team, I will:

- Listen carefully to my board colleagues.
- Respect the opinion of fellow board members and support majority decisions of the board.
- Recognize that all authority is vested in the full board only when it meets in legal session.
- Keep well informed about developments relevant to issues that may come before the board.
- Participate in board meetings and actions.
- Bring to the attention of the board any issues I believe will have an adverse effect on CASA OF SOUTHWEST OKLAHOMA or those we serve.
- Attempt to interpret the needs of those we serve to the CASA OF SOUTHWEST OKLAHOMA and interpret the actions of CASA OF SOUTHWEST OKLAHOMA to those we serve.
- Recognize that my job is to ensure that CASA OF SOUTHWEST OKLAHOMA is well managed, not to manage CASA OF SOUTHWEST OKLAHOMA.
- Represent all those whom this CASA OF SOUTHWEST OKLAHOMA serves, not just a particular geographic area or interest group.
- Consider myself a “trustee” of CASA OF SOUTHWEST OKLAHOMA and do my best to ensure that it is well maintained, financially secure; growing and always operating in the best interests of those we serve.
- Always work to learn how to do my job better.
- Declare conflicts of interest between my personal life and my position on the board and abstain from voting or discussion when appropriate.
- CASA OF SOUTHWEST OKLAHOMA expects all members of the organization to act in a professional manner, display professional behavior and ethical conduct in dealing with stakeholders. CASA OF SOUTHWEST OKLAHOMA is committed to operating in an honest, fair, professional and humane manner.
- CASA OF SOUTHWEST OKLAHOMA’s stakeholders must keep all information regarding children cases confidential and sharing all other types of confidential information only with the appropriate persons.

As a member of the board, I will not:

- Criticize fellow board members or their opinions, in or out of the boardroom.
- Use CASA OF SOUTHWEST OKLAHOMA for my personal advantage or that of my friends or relatives.
- Discuss the confidential proceedings of the board outside the boardroom.
- Promise before a meeting how I will vote on any issue.
- Interfere with the duties of the administrator or undermine the administrator’s authority with staff members.

Board Member’s Signature

Date



**CASA of Southwest Oklahoma
CONFLICT OF INTEREST
CERTIFICATION**

I, _____, a Director /staff/
member of CASA of Southwest Oklahoma, Inc., declare that I have read the policy and
procedure on Conflicts of Interest and I understand and agree to abide by the
requirements therein.

In accordance with the policy and procedure, I disclose the following:

- 1) I have no past, present or known future conflicts of interest that must be disclosed.
- 2) I wish to disclose the following matter(s) that may present a conflict of interest.

Signature

Date

Declaratory Statement

Oklahoma Statute, Title 57, Chapter 8B, Section 589 –
“Penalty for Registered Sex Offender Working with or Providing Services to Children or Working on School Premises” mandates all persons working with or providing services to children shall be required to sign a statement declaring that he or she is not currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act annually.

I, _____,
Print Name

declare that I am not currently required to register under the provisions of the Oklahoma Sex Offenders Registration or the Mary-Rippy Violent Crime Offenders Registration Act.

I also understand that falsification of any information given to

CASA of Southwest Oklahoma, Inc.

will result in removal from my position or employment within the organization.

Signature

Date