



CASI “Board of Directors” Position Descriptions

President Description | Page 2

Vice President Description | Page 2

Secretary Description | Page 3

Treasurer Description | Page 4

Director of Professional Practice & Standards Description | Page 5

Director of Development & Resources Description | Page 6

Director of Public Outreach Description | Page 6

Director of Member Outreach Description | Page 7

Director of Education | Page 7

Director of Communications | Page 8

Director of Special Programs | Page 8

Legislative Chair | Page 8

See pages below for a detailed explanation / description of each position

For additional questions or more information:

Email: info@casinstitute.org

Phone: (866) 888-9188



PRESIDENT

General Duties

- Preside at all Institute meetings
- Serve as a member of the Board of Directors
- Be an ex-officio member of all committees
- Sign all agreements and formal instruments
- Select the chairs of ad hoc committees
- Establish programs and monitor the implementation of such programs during his/her term
- Organize and implement planning and procedures for the current year of office per the direction/goals of the elected Board
- Monitor the activities of the Institutes committees as directed by the elected board
- Meet regularly with the Director(s) to insure communication regarding projects, assignments and the goals of the elected board
- Nominate replacements to the Board in the event of a vacant position
- Recognize candidates on an annual, quarterly and /or monthly basis with awards/certificates for their efforts that align with the institute's vision, mission and goals
- Work with vice president to coordinate communication and contact with affiliate agencies and organizations, such as; DSA, CCDA, AIACC, CALBO, ICC, etc.

Financial

- Responsible co-signer of the Chapter's financial accounts
- Review Annual Financial Budget
- Review monthly financial reports
- Approve check requests and other payments

Board Meetings

- The president shall serve as chair of the board of directors
- Schedule, organize and solicit/prepare agenda items for monthly Board meetings

Vice President

General Duties

- Assist the President in carrying out the functions of the office
- Assume the responsibilities of the President in his/her absence
- Work with the President in maintaining all annual events and monitoring the progress of programs that further the Institute's goals and objectives
- Serve as a member of the Board of Directors
- Attend all Board meetings and/or Event and Program meetings as directed/possible
- Assist the President in organizing and implementing planning and procedures for the current year of office per the direction/goals of the elected Board
- Assist the President in monitoring the activities of the Institutes committees as directed by the elected board
- Coordinate communication and contact with affiliate agencies and organizations, such as; DSA, CCDA, AIACC, CALBO, ICC, etc.



Secretary

General Duties

- Foster communication through proper management and utilization of important records such as meeting minutes and the organization's bylaws
- Serve as an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes
- Be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to state laws, and the like, that will assist members of the board in fulfilling their fiduciary duties
- Serve as the custodian of the organization's records
- Responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines
- Review and update documents as necessary and ensuring all documents are safely stored and readily accessible
- Ensure that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted
- Records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws
- Accountability for the specified responsibilities lies with the Secretary but it is not necessarily the Secretary who carries out the activity.
- May be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents
- May be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served
- Ensures that an up-to-date copy of the bylaws is available at all meetings

Website

- Oversees CASI Online Discussion Boards, routinely checking member postings and responding as necessary to assist in generating dialogue and keeping the posts active
- Review individual pages and content to make sure everything is accurate and meets Institute vision, mission and goals

Board Meetings

- Responsible for ensuring that accurate minutes of meetings are taken, approved and include:
 - date, time, location of meeting
 - list of those present and absent
 - list of items discussed
 - list of reports presented
 - text of motions presented and description of their disposition
- Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made
- Signs a copy of the final, approved minutes—and ensures that this copy is maintained with the corporate records—and that an electronic version is posted on the CASI website
- Provide items for the agenda as appropriate
- In the absence of the President and Vice-President calls the meeting to order, presiding until a temporary chairperson is elected



Treasurer

General Duties

- Ensure the integrity of the fiscal affairs of the Institute
- Monitor dues revenue, event and program revenue, accounts payable and receivable and federal, state and local tax liabilities
- Serves as a Board Member and as an integral part of the Board oversight function
- Serve as the primary liaison to the Board and the administrative organization for all financial matters of the institute
- Establish an upcoming budget for the new fiscal year and a long range budget for the following year
- Responsible co-signer of the Institute's financial accounts
- Work with individual board members and Directors regarding budget setting for various Events and Programs
- Communicate any forecast assumptions from the Board to the administrative organization to use in preparation of the annual operational budget
- Oversee the selection of an auditor for the annual audit of the books and records
- Review and approve such annual operational budget prior to submission to the Board for ratification at least 90 days in advance of the commencement of the fiscal year. The Treasurer shall be responsible for oversight of the administrative organization in all key banking relationship and credit relationship decisions for the CASI
- Serve as one of two Board members required to approve any disbursement of CASI funds, and has authority as one of two check signers if required to disburse or transfer funds
- Review monthly financial reports (including Cash Sheets, Income and Expense Summary, and Balance Sheet) from the administrative organization and review such reports prior to distribution to the Board
- Lend guidance to the Board in long range and short range financial planning as well as any financial matters of CASI as needed basis
- Oversee the administrative organization in the filing of any and all annual financial reports to the governmental agencies, the Board and the general membership
- The Treasurer shall participate in all Board meetings, and as requested
- Work to solicit advertisers and other monetary support from non-dues revenue sources



Director of Professional Practice & Standards

General Duties

- Leads the Professional Practice committee in developing a standard for the instruments of service of the Certified Access Specialist
- Other duties of the DPP are to attend and give input at CASI Board Meetings
- If the Director resides near meetings of the California Commission on Disabled Access (CCDA) he/she can volunteer to be the representative for CASI or find someone on the committee to be the representative
- Solicit volunteers from the committee to attend in person or listen in via phone or internet the subcommittee meetings of the CCDA and report back to the Director and to the CASI membership the developments of the CCDA
- Address the higher CASI standards of practice including the code of ethics, and conduct which will include CASp report, CASp certificate, and CASp survey and establish standards for required inspection and documentation
- Address exam content and building codes in a manner to be able to interact with the appropriate State Agencies
- Reviewed and update standards and practices periodically as the nature of our work evolves and the codes and regulations that are applied to the CASp program change
- Develop and oversee programs designed to impact professional development

General Meetings

- Attend the CASI General Meeting(s) in his/her regional area to give a status of the committee and lead discussion on the current development of the instruments of service
- Find a committee member to report on his/her behalf at the CASI General Meeting that is not in his/her regional area

Tag Along Program

- Generate communication to promote the use of the Tag Along Program to members and non-members
- Connect with hosts and participants on a reoccurring basis for feedback and constructive feedback
- Maintain an up to date list of both hosts and ride-a-long candidates and make available on the CASI website

Code Library

- Maintain the Code Library on the CASI Website
- Develop communication to promote the use of the Code Library to members and non-members
- Update the Library with new and old documents to ensure the library is relevant and up



Director of Development & Resources

General Duties

- Attend board meetings and assist in guiding actions of CASI
- Reviewing and voting on organization expenditures
- Develop an annual calendar of events which includes programming for the Seminar and General Meeting topics
- Finalize speakers and topics including dates and venues for the upcoming/current fiscal year's events
- The program, speaker and venue should be finalized a minimum of 90 days prior to the event.
- Work with the Treasurer to secure funding for programs and develop a budget to be presented to the board of directors at the annual meeting
- Coordinate with the State regarding CASp and status of seminars, etc.

SEMINARS & GENERAL MEETINGS

- Arrange for distribution of General Meeting minutes to Board and to membership
- Arrange for individual to handle check in duties at all CASI events
- Prepare and issue CE seminar certificates
- Follow up with speakers regarding expenses
- Arrange for equipment at Meetings & Seminars
- Solicit and prepare items for General Meeting agenda
- Assist with food for seminars & meetings
- Travel to General meetings if there is no other executive board member attending

Director of Public Outreach

General Duties

- Attend board meetings and assist in guiding actions of CASI
- Reviewing and voting on organization expenditures
- Coordinate interaction with other organizations with an interest in accessibility in the built environment
- Write occasional articles / press releases, as well as procuring articles written by others for posting on the CASI website
- Assist in developing other items of interest for posting on the CASI website
- Coordinate interaction with other organizations with an interest in accessibility in the built environment
- Coordinate establishing and maintaining a Speakers Bureau of CASI members who can provide pro bono presentations to local community groups
- Author periodic mailings to the public (ie Chambers of Commerce, municipalities, etc)
- Send out notifications to the public and other organizations concerning seminars
- Collaborate and improve partnership with BOMA
- Collaborate and improve partnership with Contractors and Associations or groups related to the profession
- Collaborate and improve partnership with architects/designers and Associations or groups related to the profession
- Oversee the development and distribution of all materials to promote, CASI the CASp program
- Promote reasons to hire a CASI member

Website

- Review Public Outreach pages and content to make sure everything is accurate
- Maintain public section of the CASI website including links to collaborative partners

Find A CASp

- Review Find A CASp listing content to make sure everything is accurate
- Develop new material which can be posted under the portal to help publicize CASI members



Director of Member Outreach

General Duties

- Attend board meetings and assist in guiding actions of CASI
- Reviewing and voting on organization expenditures
- Respond to member issues and concerns.
- Generate a minimum of one survey of the membership regarding matters related to CASI, their membership and the CASp profession
- Field questions from members via email or phone (questions not within administrative staffs scope)
- Make personally calls to new CASp's introducing them to CASI.
- Author periodic mailings to membership & CASp

Job Board

- Oversee Job board postings on the website
- Approve new postings as they are presented
- Develop and oversee communications to promote the job board to members and interested groups.

Calendar Postings

- Oversee Calendar postings on the website
- Approve new postings as they are presented
- Develop and oversee communications to promote the calendar to members and interested groups.

Stump the CASp

- Oversee weekly question and answer posting on the discussion board.
- Establish committee to develop weekly questions and answers to be posted online and distributed to the CASI membership.
- Answer proposed questions submitted by membership
- Develop and oversee communications to promote the Stump the CASp program to members and interested groups.

CASI-DSA Discussion Groups

- Develop an annual calendar of Discussion Group meetings
- Finalize topics including dates and venues for meetings
- Work with the Treasurer to secure funding for programs and develop a budget to be presented to the board of directors at the annual meeting.
- Coordinate with DSA regarding the use of their venue and webinar programming.
- Work with DSA and other entities to issue Continuing Education credit to attendees
- Secure a host for Discussion Group meeting

Director of Education

General Duties

- Work with the board to develop CASI educational programs, certifications, policies, assist with educational community and member outreach, and research CASI course design, etc.



Director of Communications

General Duties

- Work with the board to develop a consistent monthly communications schedule that is focused on providing a wealth of content and resources; also aid in developing CASI branding and community awareness while exploring and creating new marketing objectives

Newsletter

- Monitor the publication of a quarterly newsletter
- Obtain articles from Board Members and outside contributors for publication
- Work to solicit advertisers and other monetary support

Director of Special Programs

General Duties

- Work with the board to design and implement a platform or interest of the nominee's choosing for CASI. In essence, this individual is focused on developing and building the organization for the long-term—by actively engaging in new CASI activities, programs, or initiatives.

Legislative Chair

- Appointed by the President and confirmed by the board of directors
- This is a non-voting position
- Work with vice president to coordinate communication and contact with affiliate agencies and organizations, such as; DSA, CCDA, AIACC, CALBO, ICC, etc.
- Keep abreast of changes in local, state and federal government policies and regulations.
- Work with local, state and federal agencies prior to the implementation of new policies and/or regulations
- Build relationships with different agencies and express desire to work together on policy decisions targeting the CASp program and accessibility
- Work with the board to design and implement a platform or interest of the nominee's choosing for CASI. In essence, this individual is focused on developing and building the organization for the long-term—by actively engaging in new CASI activities, programs, or initiatives.