



12200 Fairhill Rd., Suite E193 Cleveland, OH 44120

(216) 325-7747

[info@cfadvocates.org](mailto:info@cfadvocates.org)

### **Board of Directors**

James M. McCafferty, President  
Annette Tucker Sutherland and  
Stephanie R. Slovasky, CPA, Co-Vice Presidents  
Becky Gabriel, Secretary  
Peter J. Haas, Treasurer  
Andrew Cleves  
Samantha Karoglan  
Dennis Kucler  
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Jacqueline M. Pasek  
Aparna A. Pillay, MPH  
Sarah Jane Robinson  
Kate Tullio, MPH, MS  
Jonathan Z. Wilbur  
Thea W. Wilson, Ph.D.

### **Executive Director**

Tricia L. Kuivinen

### **CASA Program Director**

Hannah Wiltshire

Thank you for your interest in serving as a member of the Board of Directors of Child and Family Advocates of Cuyahoga County (CFACC). Serving on the board is a rewarding experience and an opportunity for personal and professional growth while also improving the lives of children and families involved in Northeast Ohio’s juvenile justice, child welfare, and family law systems.

There are currently over 2,000 children in Cuyahoga County custody who have experienced abuse, neglect or who are dependent/waiting to be adopted. Currently, CFACC supports close to 100 CASA volunteers advocating for nearly 200 children and youth who are court and/or foster-system involved annually.

Completing this form will help you understand the skills and time/resource commitments required by this leadership position. **Please read the entire application and Board Member Responsibilities before you apply.** *Note: Passing both criminal and Central Registry background checks are required to serve with the CFACC board.*

**Return the completed application and your resume to:** Child and Family Advocates of Cuyahoga County, Attn: Governance Committee, 12200 Fairhill Rd. Ste. E193, Cleveland, OH 44120, or scan & email to [info@cfadvocates.org](mailto:info@cfadvocates.org). This application will be kept confidential and on file at the CFACC office. The Board’s Governance Committee reviews applications to evaluate potential board candidates, and following interviews, brings them forth to the full board for consideration and approval.

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## History

Child and Family Advocates of Cuyahoga County (CFACC) was formed in 2016 as a new not-for-profit organization to join the Juvenile Court's existing Guardian ad Litem (GAL) Project with the newly established Court Appointed Special Advocates Program (CASA). CFACC's mission is to *improve the lives of children and families involved in the juvenile justice, child welfare, and family law systems through service as Court Appointed Special Advocates (CASA), providing education, training, advocacy, and policy development; and forming collaborative alliances with related organizations*. In Dec. 2019, due to changes in county funding and Juvenile Court programming, CFACC was no longer combined with the GAL Project, and became a CASA-only focused organization.

## Leadership Needed for Board of Directors:

CFACC is poised to expand its impact on the well-being of children, families, and our community as it identifies and implements new strategic initiatives. Our goal is to recruit new Board members that offer a full range of expertise and commitment to make this one of the most impactful non-profit organizations in our area. The primary responsibilities of Board members are:

- Commit to the mission and goals of CFACC; Set policy and strategic direction
- Develop funding support to help ensure a sustainable agency future
- Attend board meetings and special events; be ambassadors for CASA in the community

## Serving Cuyahoga County Children in Need:

A significant number of the child abuse, neglect, and dependency cases filed in the Cuyahoga County Juvenile Court are augmented through best-interest advocacy provided by CFACC. CASA volunteers conduct investigations, monitor child safety, and engage in monitoring of the assigned child's court case. Central to their role is establishing a relationship with the child and/or caregivers through regular and sufficient in-person contact where the child lives, attends school, and participates in community activities. The following words of former CASA volunteer and Board Member Kevin O'Boyle help to illustrate the impacts of this role:

*I was a CASA volunteer assigned to Kyle, age 10, who had been abused by his mother. Kyle was hospitalized with diagnoses of Bipolar Disorder, Post-Traumatic Stress Disorder, Attention- Deficit Hyperactivity Disorder and Cognitive Disorder. I visited Kyle when he was released from the hospital to a group home. I did not know what to expect or how I could help, but I soon found an articulate and intelligent child who enjoyed creative and artistic activities and simply craved adult contact. As Kyle's CASA, I developed a relationship with Kyle that was evidenced in a visit on Thanksgiving. I introduced myself to another child in the group home, and he said, "I know who you are; you are Kyle's CASA, and he talks about you all the time." Then, he asked, "Could you be my CASA?" That was the most meaningful Thanksgiving I have ever had.*



## STATEMENT OF EXPECTATIONS FOR BOARD OF DIRECTORS

The following responsibilities are specific to Child and Family Advocates of Cuyahoga County and are articulated for the purpose of complementing or clarifying certain aspects of the governing responsibilities of board members.

1. Commit to the mission and goals of Child and Family Advocates of Cuyahoga County (CFACC).
2. Attend meetings of the Board of Directors. Six meetings are typically scheduled each year on the 3rd Thursday of each month (with some exceptions). Board members should plan to attend all meetings, including by phone/Zoom, and give advance notice to the Chair of any absences.
3. Serve on at least one board committee and attend scheduled committee meetings. Board members are encouraged to attend all meetings of the committees on which they serve.
4. Prepare for meetings in advance. CFACC commits to sending meeting materials in advance; board members commit to reading and considering materials prior to meetings.
5. Contribute expertise and participate in strategic development of the board and broader organization.
6. Purchase tickets and/or attend CFACC special events annually; bring guests to CFACC events.
7. Make a minimum \$1,000.00 annual contribution to CFACC. Every member of the Board of Directors is expected to provide an annual financial contribution of at least \$1,000.00 in value, whether from personal financial resources, donations from employer or personal contacts, or the value of in-kind contributions such as donated goods (gift cards, event tickets or items of value). *Time/Attendance at board or committee meetings, or donated services, does not constitute an in-kind donation.*
8. Develop funding support. Assist the CFACC board and staff in its development and fundraising efforts by arranging introductions, signing letters to friends and associates, and otherwise opening doors to possible funding sources. Each board member who represents a business is asked to seek organizational support at the highest possible level of sponsorship.
9. Represent/be an ambassador for CFACC; be familiar with the CASA role, speak in support of the mission of CFACC, and allow name to be used in support of CFACC's mission.
10. Disclose any potential conflict of interest posed by matters before the board with CFACC; return a signed COI form.
11. Maintain confidentiality; refrain from discussing or sharing confidential board or child welfare case business with non-board members, including any details of specific children served.

*I understand that as a member of the Board of Directors of Child and Family Advocates of Cuyahoga County, I will be held accountable to the expectations above on an annual basis.*

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

**BOARD OF DIRECTORS APPLICATION FORM**

GENERAL INFORMATION		
NAME		TITLE (if applicable)
EMPLOYER/COMPANY NAME/PROFESSION		
ADDRESS		CITY/STATE/ZIP
EMAIL		
DAY PHONE	EVENING PHONE	CELL

INDICATE EXPERIENCE AND TALENTS YOU WILL BRING TO CFACC. CHECK ALL THAT APPLY.	
<input type="checkbox"/> LEGAL <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> BUDGET/FINANCE <input type="checkbox"/> STRATEGIC PLANNING <input type="checkbox"/> MARKETING <input type="checkbox"/> PUBLIC RELATIONS <input type="checkbox"/> FUNDRAISING-DONORS <input type="checkbox"/> EVENT PLANNING <input type="checkbox"/> PREVIOUS BOARD SERVICE <input type="checkbox"/> HUMAN RESOURCES/RECRUITMENT	<input type="checkbox"/> MENTAL HEALTH/COUNSELING <input type="checkbox"/> CULTURAL/FINE ARTS <input type="checkbox"/> SOCIAL SERVICES <input type="checkbox"/> GOVERNMENT RELATIONS <input type="checkbox"/> FOSTER PARENT/ADOPTION <input type="checkbox"/> NON-PROFIT EXPERIENCE <input type="checkbox"/> OTHER: _____

PLEASE ANSWER THE FOLLOWING
Why do you want to serve as a member of CFACC Board of Directors at this time?
How do you see yourself best contributing to the Board?
On what other boards (nonprofit or for-profit) do you/have you serve(d) on, if any?
Please list any useful community contacts you may bring, including county elected officials, local court personnel, foundation leaders, local reporters or journalists, corporate leaders, etc.

<p>Board members are asked to secure or make an annual donation of personal significance to CFACC, currently a <b>minimum of \$1,000.00</b> annually. This can be done as a combination of your own giving with that of others, such as employer, colleagues, &amp; friends. Can you meet this critical expectation for CFACC?    Yes        No</p> <p>Are you willing to seek contributions from friends, family, colleagues, and businesses?    Yes        No</p>
<p>The Board meets bi-monthly by Zoom, and has once in-person meeting annually. A calendar of annual meeting dates is scheduled and distributed to members in advance. You may be excused with sufficient notice to the Chairperson. Three consecutive absences will result in removal from the board.</p> <p>Are you able to commit to attending board meetings regularly?    Yes        No</p>
<p>Board members are responsible for serving on committees that meet bi-monthly and report back to the full board. Please indicate the committees on which you would like to serve:</p> <p><input type="checkbox"/> Strategic Direction</p> <p><input type="checkbox"/> Governance</p> <p><input type="checkbox"/> Finance</p> <p><input type="checkbox"/> Development/Fundraising/Special Events</p> <p>Please specify your other interests, if applicable: _____</p>
<p>How did you learn of the opening on the CFACC Board of Directors?</p>

BACKGROUND CHECK REQUIREMENTS	
FULL NAME	MAIDEN NAME (if applicable)
OTHER NAMES (if applicable)	
<p>CONSENT STATEMENT</p> <p>In applying to serve on the CFACC Board of Directors, I acknowledge that the agency serves minors and as such, I will be required to pass a criminal and Central Registry (child abuse) background check to serve on the board. I understand that CFACC will run the check through the appropriate state agencies and that a copy of my driver's license and social security card will be required for CFACC to run the proper checks. <b>*I consent to completing the required forms and providing copies of my identification cards with the understanding that CFACC will shred my identification copies after the required checks are completed, and will not keep them on file.</b></p> <p>Signature: _____ Date: _____</p>	

OFFICE USE ONLY	
LICENSE/ID#:	VERIFIED BY:



## CFACC Board REFERENCE FORM

Potential Member's Name:

Reference's Name & Contact Information:

Name:

Phone:

Email:

Please rate your answers based on the scale below (Click in box for selection):

**1** Strongly Agree    **2** Agree    **3** Disagree    **4** Strongly Disagree    **5** Unsure/Don't Know

1. I know the applicant well.

1       2       3       4       5

2. The applicant demonstrates leadership capacity in various circumstances.

1       2       3       4       5

3. The applicant demonstrates an ability to assume responsibility for outcomes.

1       2       3       4       5

4. The applicant demonstrates the ability to complete projects and activities.

1       2       3       4       5

5. The applicant demonstrates the ability to handle confidential information.

1       2       3       4       5

6. The applicant is able to handle conflict in a composed manner.

1       2       3       4       5

7. The applicant is objective and can be non-judgmental of the behavior and/or decisions of others.

1       2       3       4       5

8. The applicant is aware of and respectful of children and their needs.

1       2       3       4       5

9. The applicant has the ability to stand up for children and promote their best interests.

1       2       3       4       5

10. CASA programs work with children (infant to eighteen) that are alleged to be or have been found to be victims of abuse or neglect. Do you feel the applicant is suited to work in a leadership capacity on behalf of these children? Why or why not?

11. Do you know of any reason this may not be the right type of board volunteer opportunity for this applicant?

12. Is there anything in this individual's background that would disqualify him/her from working with a child-centered advocacy organization or in the juvenile court system?

I recommend this person to be a CFACC Board Member:

Yes

No, and why:

Electronic Signature:

Date: