



Casa Cornelia Law Center is actively recruiting Board members with talents and experience in Public Relations, Communication, and Development to help round out our leadership. Below is a description of the critical work we perform in our community and information on board responsibilities.

Mission

Casa Cornelia Law Center is a 501(c)(3) public interest law firm providing quality legal services to victims of human and civil rights violations. Casa Cornelia has a primary commitment to indigent persons within the immigrant community in Southern California. It seeks to educate others regarding the impact of immigration law and policy on the community and the public good.

Since 1993, more than 30,000 children, women, and men have turned to Casa Cornelia for critical legal assistance and humanitarian protection. Today, our work is carried out by 32 staff members and a network of hundreds of volunteer attorneys, interpreters, translators, law students, and community members.

In 2022, 2,323 individuals reached out to Casa Cornelia for legal advice, representation, support, and referrals. These people came from 59 countries and were served in over 58 languages.

For more information, please see our website: <https://casacornelia.org/>

Our Ideal Board Member demonstrates:

- A. Deep belief in and commitment to human rights in the sphere of immigration.
- B. Enthusiasm for and willingness to support Casa Cornelia Law Center's Mission, Values, and Strategic Plan.
- C. Willingness to become a donor and use their personal network and spheres of influence to fundraise for the organization.

Key Duties and Responsibilities of Board Members

- A. To articulate, safeguard, and carry out its Mission, values, and heritage with commitment and dedication.
- B. To advocate for the Mission among donors, clients, and the community.
- C. To adhere to the organization's By-Laws related to the duties and responsibilities of a board of directors, including the Conflict-of-Interest policy.
- D. To know and approve all policies and programs and to ensure their successful implementation.
- E. To secure ethical and sound fiscal practices in all decisions.
- F. To learn the organization's budget, human resources, and financial condition to ensure the organization's effective overall operation.
- G. To build sound strategic plans for the organization.
- H. To recruit, support, and evaluate the Executive Director.
- I. To assist in evaluating and building a competent board including mentoring new Board members.
- J. To contribute as a donor and to adopt a philanthropic mindset in support of all development activities. Board members are expected to make an annual gift and use their personal network and spheres of influence to fundraise for the organization.
- K. To contribute to and participate fully in a Board committee and all Board meetings.

Board Terms

The term of office of each Director shall be three (3) years with the possibility of being reelected for an additional three (3) years for a total on 12 years. Directors may be reelected to serve taking a hiatus of one year from board service.

Board Committees

Development, Finance, Governance, Strategic Planning, Audit, and Investment

Casa Cornelia Law Center's Commitments to Board members

- A. Providing timely financial reports, Board meeting materials, and education about financials and investments.
- B. Committing to open and clear communication with the Executive Director, Board Chair, Committee chairs regarding any concerns about the organization's fiscal or program operations.
- C. Offering educational programs, tours, or observations to enhance a Board member's understanding of the programs of the center.
- D. Maintaining adequate Directors & Officers' liability insurance policy to protect board members.