

**Seward County CASA
Board Communication Guidelines**

Board

Respond to phone calls and/or voice mail messages within 24 hours

Respond to e-mail messages within in 48 hours

Agenda will be sent out two weeks (14 days) prior to a meeting

All Board members will adhere to deadlines set for forms, feedback, and questions

Chair of the Board must be notified if a Board member is unable to attend a meeting.

Committees

Committee meetings must be announced 48 hours prior to taking place

Committees should set a specific time each month that they will meet

Committee written reports will be given at each Board meeting. Chair of the committee responsible for submitting the report.