



The United States Association of

The Catechesis of the Good Shepherd

“Let your face shine on your servant...” Psalm 31: 17

The purpose of CGSUSA is to assist the involvement of children and adults in a common religious experience in which the religious values of childhood, primarily those values of contemplation and enjoyment of God, are predominant. Our mission is to support catechists, parents, and others in the Church and beyond, as they grow in their understanding of the religious potential of children. The role and responsibility of the Board of Trustees is two-fold: to ensure that CGSUSA remains faithful to its purpose and mission, and to ensure the national association has the necessary resources to facilitate this work.

Gifts we seek in potential board members

The last 40-plus years have been years of growth and transformation both within the work and in the communities in which we serve. To serve our membership’s evolving needs, board members should have a heart for good governance and fiduciary stewardship.

1. Passion for the mission and the work of CGSUSA

Our board members have an awareness of the scope of this work and its essential spirit and are attentive to the needs of the regions, the national and international work.

2. Commitment

Board of Trustees members should be able to commit approximately **five hours per week** to the work of CGSUSA.

This takes the form of:

- Zoom meetings
- In-person meetings
- Fundraising

- Serving on committees
- Working on individual action items assigned by the board or National Director.

There are typically **four board meetings a year** – two held on Zoom and two held in person at our national office in Scottsdale, Arizona.

Our Zoom meetings last 2-3 hours while our in-person meetings last 2-3 days as we delve into larger issues.

A board member **must be able to travel**. It is a policy of the board that travel and lodging expenses associated with a board meeting held at the national office are reimbursed by CGSUSA; however, **most board members offer their airfare as a donation to the Association**.

Board members also serve on and chair at least one committee. Committees meet as frequently as necessary to fulfill their charter, which for most of our committees is at least once per quarter.

3. Willingness to Fundraise

Funding in support of CGSUSA flows from four general areas:

- Member dues
- Publications and Shepherd's Closet Sales
- Formation Events/Fees
- Donations

It is a primary responsibility of the CGSUSA Board of Trustees to safeguard the financial future of the work. To do this, we seek to expand our constituent base by creating opportunities to invite others into our work. We seek potential new board members who have a heart for the spiritual development of the child and the capacity to financially support our efforts. While all involved in this work – catechists, formation leaders, staff, and board members – are asked to cultivate relationships, it falls primarily to the National Director and the board to ask for financial donations.

Board members are willing and able to seek financial donations to supplement CGSUSA's revenue. They also have the pleasant work of thanking donors.

We have each committed to finding at least \$1,000 in new donations each year.

A board member is expected to give their most significant annual personal donation to CGSUSA.

4. Comfort with Use of Technology

While our work in the atrium as catechists is built on relationships and primarily makes use of handmade materials, our work as an association is increasingly dependent on the use of technology. We rely on our website, social media and electronic newsletters to communicate with members; and on-line meetings and emails to connect not only offices and staff located in Phoenix, Atlanta, and Des Moines, but also board committee members and catechists from all over the country. Board members use Microsoft Office, including Outlook for email and SharePoint for collaborating and commenting on documents; Zoom; and Excel spreadsheets for financial reports and scholarship information.,.

5. Business experience

Board members routinely review and discuss income and expense reports, balance sheets, audit reports, the IRS Form 990 tax-exempt nonprofit status report, and other documents required of non-profit organizations. Our association books are kept according to the accrual accounting method. In addition, board members, in collaboration with the National Director, staff and committees, formulate plans for publications, events and fundraising.

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