## Sample Announcements of New Executive Director

### **Sample General Announcement**

The Board of Directors of (program name) is pleased to announce the appointment of (name) as Executive Director effective (date). (Name) is replacing (name) who retired/resigned in (date).

(Name) has xx years of experience managing nonprofit organizations (give biographical and background information).

(Quote from new ED) Example: “I am very proud and honored to be part of this great organization,” (name) said. “I look forward to building community partnerships.”

### **Sample Announcement for Stakeholders**

The Board of Directors of (program name) is pleased to introduce (name) as the new Executive Director.

(Give biographical and background information).

## Sample Media Release

*Update all bracketed areas. Feel free to make changes to best suit your needs and reflect the unique background of the Executive Director. Once finalized, copy and paste the text into the body of an email to your local media. Include a professional headshot of the Executive Director, if possible.*

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For Immediate Release [Date]

Contact: [First name, last name and title]

Phone:

Email:

[Your CASA Program] Names [New ED’s Full Name] as New Executive Director

[City], Texas – [New ED’s full name] has been named as the Executive Director of [CASA program], a nonprofit that recruits, trains and supports community volunteers, known as Court Appointed Special Advocates® (CASA), to advocate for children in the foster care system and their families.

“I am honored and excited to bring my skills and vision to the Executive Director position at your CASA program,” [ED’s last name] said. “I know the difference a CASA volunteer can make in the life of a child in foster care, and I look forward to bringing my ideas and experience to the table here in [service area].”

[Insert 2-4 sentences on the history, founding, background, etc. of your CASA program.]

With [ED’s last name] at the helm, [CASA program] is excited to continue to recruit and train more CASA volunteers to advocate for the best interest of children in our community.

[“Replace this text with a quote from the new ED about their vision for the program under their leadership,”] [ED’s last name] said. [“Feel free to add more here as well, but if not, make sure to delete.”]

[Include a brief professional biography of the new ED, including, if possible, info on how they first joined the CASA movement/heard about CASA. Be sure to consistently use the new ED’s last name throughout.]

“We’re excited to welcome [ED’s first and last name] to our program!” said [Board President or other board representative’s first and last name, and title]. “In addition to a heart for children, [he/she/they] bring[s] a wide variety of skills and experience, and we know [he/she/they] will help us continue to grow and improve.”

CASA volunteers with [CASA program] are specially trained and appointed by judges to advocate for a child or sibling group while they are in the foster care system. They advocate for the child in court, school and other settings; and get to know everyone involved in the child’s life, including their parents, foster parents, teachers, doctors, family members and others.

CASA volunteers advocate first and foremost for children to be reunified with their parents whenever safe and possible. When reunification is not an option, they may advocate for the child to live with another relative or family friend. They can also advocate for the child to be placed in an adoptive home. In all cases, CASA volunteers are steadfast, consistent presences for the children they serve, making sure they are safe and have the resources and connections they need to grow and thrive.

Interested in learning more? Visit www.BecomeACASA.org or [your program’s website]. The next information session is [time, date, place].