



## LA PLATA COUNTY HUMANE SOCIETY BOARD MEMBER JOB DESCRIPTION

**Time Commitment:** Approximately 10 – 15 hours/month (meetings, preparation, consultation, committee work).

**Term:** One term is three years if elected at Annual Meeting, one or two years if appointed to fill a vacant seat (Term may be renewed for a total of 6 years, but appointed and elected terms may not be combined for a period of more than 7 years without a break of at least one year).

**Accountability:** The Board is collectively accountable to the members, the community served by the organization, and funders and other stakeholders for the organization's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

**Authority:** Individual board members have no authority individually to approve actions on behalf of the organization, to direct staff, or to speak on behalf of the organization unless given such authority by the Board. However, board members should make every effort to interpret the organization's work and values to the community and share the good work that is done by the organization with others.

**Responsibility:** Board members are responsible for acting in the best long-term interests of the organization and the community it serves, and will bring to the task of informed decision-making. Board members are encouraged to actively participate in board decision-making. Board members are expected to support decisions rendered by the Board, in both internal and external communications.

- Knowledge of the community;
- Commitment to the organization's mission and strategic direction;
- Appropriate commitment of time;
- Regular attendance at meetings of the Board/Committees;
- Openness to learning and willingness to stay informed.

### **Principal Duties of Board Members:**

- Prepare for and participate in board meetings;
- Stay informed about what's happening in the organization, ask questions and request information where needed, and take responsibility for making decisions on issues, policies and other matters;
- Listen to others' views respectfully, advocate their own views, identify common interests and alternatives, and be open to compromise;

- Support governance decisions once made;
- Participate in an annual review of the organization's mission and objectives and in the development and review of a strategic plan;
- Help the Board monitor the performance of the organization in relation to its mission, objectives, core values and reputation;
- Abide by the bylaws, statutes, and policies applicable to the Board;
- Participate knowledgeably in the approval of the annual budget and monitor the financial performance of the organization in relation to the budget;
- Participate in fundraising activities and events and make a personal financial contribution to the organization at a level that is meaningful to the Board Member. In lieu of financial contribution, additional volunteer hours, in-kind service contribution and/or fundraising efforts or opportunities may be undertaken;
- Help to establish, review and monitor operational policies when intervention is deemed necessary by the full Board to do so, or when asked by the staff for this assistance;
- Work in good faith with other Board Members, staff and the Executive Director as partners toward achievement of the organization's goals:
- Participate in the hiring of, and if required, the release of the Executive Director;
- Participate in evaluation of the Executive Director;
- Ask to be excused from discussions and votes where the Board Member has a conflict of interest;
- Participate in the self-evaluation of the Board (annual board self-evaluation);
- Contribute to the work of the Board as a member of a Board Committee;
- Attend and participate in the Annual Meeting;
- Be an ambassador for the organization – ensure one's involvement is known within their own network of friends and contacts;
- Keep informed about community issues relevant to the mission and objectives of the organization and keep up-to-date on trends in animal welfare.

**The Organization is Responsible to Board Members for the Following:**

- Providing timely financial reports and updates of organizational activities;
- Keeping Board Members informed about issues in the animal welfare field and offering opportunities for professional development as a Board Member;
- Providing opportunities to discuss the organization's programs, goals, activities and status with staff, program directors and the Executive Director.