



## **FORT DEFIANCE HUMANE SOCIETY**

### **Member of the Board of Directors Job Description and Expectations**

#### **PURPOSE:**

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Fort Defiance Humane Society to support the organization's mission and needs.

#### **VISION:**

Our vision is to be a premier shelter in our area by setting the standard of excellence for the care and treatment of animals in a dignified and respectful manner; a manner free of cruelty, neglect, and abandonment.

#### **MISSION STATEMENT:**

FDHS is a non-profit, compassionate, animal-advocacy organization established in 1966 to provide the Defiance area community with resources to:

- Rescue, rehabilitate, and rehome abused, neglected, or unwanted animals
- Develop and administer programs designed to educate the community on responsible pet ownership
- Aggressively control animal abuse and overpopulation

## **CORE VALUES:**

- Passion – Our staff, volunteers, and supporters share the same values, beliefs, and persistent determination to continuously improve, and fight for animal rights.
- Compassion – We value and respect every life that enters our doors and make decisions based first on the best interest of the animal.
- Respect – We understand the strong relationships between people and animals. We are respectful of that relationship when taking actions or making decisions.
- Collaboration – As an advocate for their well-being, we work with animal-focused individuals and other rescue organizations for a positive solution in the best interest of the animal.
- Integrity – We strive to earn the trust of our community and do what we say we will do. We are truthful, even if the solution isn't popular. Our actions taken are based on what we believe to be in the best interest of the animals.
- Transparency – We are open, truthful, and trustworthy in all we do with and for the animals, and how we manage ourselves fiscally.
- Fiscal Responsibility – We are good stewards of all resources entrusted to us.

## **LENGTH OF TERM:**

Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board of directors.

## **MEETINGS AND TIME COMMITMENTS:**

- The board of directors meets **monthly of the third Wednesday** of the month, 7:00 p.m., **at Defiance Regional Medical Center (Tiffin Room)**. Meetings typically last 90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend **at least** two special events and/or meetings per year, as they are determined.

## **EXPECTATIONS OF THE BOARD AS A WHOLE**

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Organizational leadership and advisement
- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the executive director
- Strategic and organizational planning
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget

- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization and outreach
- Fundraising and resource development

*Note: Members of the board share these responsibilities while acting in the interest of FDHS. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

## **EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**

Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for FDHS to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve FDHS mission
- Give a meaningful personal financial donation
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings and special events **as needed**
- Participate fully in one or more committees and serve on ad-hoc committees as necessary.
- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of Fort Defiance Humane Society
- While diversity of thought is a valuable component, board members are also expected to support the majority viewpoint in all decision making