

Redwood Coast Humane Society Job Descriptions

Board Member's General Responsibilities

1. To establish and safeguard the mission of RCHS
2. To adopt the policies which guide the planning, development, and oversight of RCHS operations
3. To ensure the financial health of RCHS, including the provision of adequate resources to enable it to pursue its mission effectively
4. To monitor and review the operations of RCHS, including those of the board
5. To plan for the future of RCHS

Desired Characteristics of Potential Board Member

1. Interest in the Redwood Coast community and a desire to contribute to its betterment
2. Willingness to learn about RCHS and make a commitment to its mission and strategic plan
3. Ability to work collaboratively and positively in a group environment, which includes listening, respecting the views of others, and dealing with others in a courteous manner
4. Leadership skills and willingness to assume a leadership role when called upon
5. Willingness to work, with no job too small
6. Capacity to get and/or give fundraising dollars
7. Diversity in terms of gender, ethnicity, socio-economic status, and geographic location within RCHS' service area

Expectations of Board Members

1. To prepare for, attend, and participate in all RCHS Board of Directors meetings
2. To respect and maintain the confidentiality of Board discussions
3. to be an active and positive promoter of RCHS in our service area
4. To support RCHS by participating actively in at least one fundraising or community event and recruiting at least one volunteer annually to volunteer with RCHS
5. To be an active and positive promoter of RCHS in our service area
6. To keep well-informed regarding RCHS' financial, service, and operational status and performance.

Board of Directors Code of Conduct Policy Statement

The Board expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board member.

- Board members must represent, with un-conflicted loyalty, the interests of the membership and /or constituents. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and

- membership on the Board or staff. This accountability supercedes the personal interest of any Board member acting as an individual consumer or Society's services.
- Board members must avoid any conflict of interest with respect other fiduciary responsibilities.
 - There must be no self-dealing or any conduct of private business of personal services between any Board member and the Society expects as procedurally controlled to assure openness, competitive opportunity, and equal access in "inside" information.
 - Board members must not use their positions to obtain for themselves, family members or close associates, employment within the Society.
 - Should a Board member be considered for employment by the society, he or she must temporarily withdraw from Board deliberations, voting, and access to applicable Board information.
 - Board members and members at large may not attempt to exercise individual authority over the Society or staff and or volunteers except as explicitly set forth in Board policies.

BOARD OFFICER AND MANAGER DUTIES

President

Set agenda and chair board meetings
Call special and executive meetings
Oversee daily business of the organization
Represent organization in public
Oversees Goals and visions process
Oversees Education and Outreach programs
Oversees P/R and Marketing committee

Vice President

Keep current list of officers, committee chairs and volunteers
Assist president in all duties
Manages Volunteer Support
Manages Donor Support
Oversees Grant Writing

Treasurer

Collect and process all monies
Make monthly reports to board
Develop annual reports for IRS, State and for the newsletter
Create budget and financial plan with assistance from finance committee
Handles all financial transactions such as check writing
Maintains donor list
Oversees Donation Can collection and deposits

Secretary

Take minutes at board meetings and disperse to board members in a timely fashion

Maintain minutes binder

Maintain Board of Directors binder

Maintain all records

Handles all mail

Gets checks to bank in a timely manner

Oversees work of Communication Committee members

Oversees "I've Been Adopted" poster volunteers

JOB DESCRIPTIONS FOR COMMITTEE MANAGERS

Operations Committee Manager

Oversee work of committee members

Make report to Board

Manages office and all office functions including phone, log book, merchandize inventory and control, building maintenance, building signage, & Kennel operations

Program Committee Manager

Oversee work of committee members

Make report to Board

Manages dog and cat coordinators, Pet adoptions, Pet fostering, Spay/Neuter issues, Animal transportation, Wild Animal issues, Care-a-Van, and Lost and Found Pets

Events Manager

Makes report to Board

Oversees and assists with all events including, Dog Daze, Gift Wrapping, Christmas Tree Fund Raiser, and all other events.

Cat Coordinator is responsible for all cat adoptions and fostering, lost and found cats, feral cat trapping and feral cat colonies, cat transportation, and stray cats, and monthly reporting of program statistics and all other pertinent paper work.

Dog Coordinator is responsible for all dog adoptions and fostering, lost and found dogs, dog transportation, and stray dogs and monthly reporting of monthly program statistics and all other pertinent paper work

Spay/Neuter Coordinator is responsible for all cat and dog spay and neutering through the Care-a-Van, Gualala Vet Clinic, or any other organization that provides S/N services for cats and dogs. Responsible for screening for income qualifications, processing paperwork and payments, reviewing veterinary invoices, and monitoring procedure execution, and reporting monthly program statistics.

Publicity Coordinator is responsible for all news articles, advertising and fliers for events, spay/neuter services, Pet of the Week photos and radio ads.