

Heartland Animal Shelter (HAS) Board Member Job Description and Requirements

Expectations of the Board as a Whole

The mission of Heartland Animal Shelter is to provide excellent and life-saving care to the most vulnerable dogs and cats until we find them good homes. Through progressive programs, outreach, and collaborative partnerships, we also work to keep all companion animals with their families.

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

- Determining the mission, vision, and values of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring HAS' programs and services
- Enhancing HAS' public image
- Assessing its own performance as the governing body of HAS

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 HAS to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve HAS' 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
- Participate fully in one or more committees
- 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 HAS

Other Requirements

- Term is three years (ending in May) unless a director is filling the balance of an unfinished term
- Board meetings are held in person on the third Tuesday of the month for 2 – 2.5 hours at the shelter; committee meetings are held on an ad hoc basis depending on nature of committee's focus
- Other time commitments include board meeting prep and participation in shelter activities

Heartland Animal Shelter is a not-for-profit organization. Donations are tax deductible.

