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*Date Last Reviewed and Approved: **March 15, 2016***

## **Board Member Volunteering**

Dane County Humane Society (DCHS) Board of Directors are encouraged to engage in volunteer activities outside of their role as a member of the board of directors, however, the following rules of conduct must be adhered to:

Before volunteering, a board member will notify the Executive Director and the Board about their interest in helping out with a specific event, activity or task, unless the Board Chair has requested their assistance.

While volunteering, a board member will conduct themselves accordingly:

- Will NOT use their position as a Board Director to influence or direct staff and attempt to change operating procedures. They will work within the established operating structure and follow instructions given by staff and/or volunteer leaders.
- Will NOT discuss concerns about volunteer activities or staff operations with employees, volunteers or other parties. Board members will take their individual concerns directly to the Board and/or the Executive Director.
- Will speak only as a member of the Board of Directors. As a professional and unified board, individuals will refrain from discussing opinions not shared by the board body.

### **Types of Volunteer Opportunities**

- Special events (e.g. Dog Jog)
- Fundraising events (e.g. donor luncheon, Bark and Wine)
- Routine shelter operations (e.g. walking dogs, animal looks)
- Specific tasks (e.g. assisting with a short-term project)

Unless requested by the Board Chair, members can choose to wear their name tags to identify themselves as Board members