

## DANE COUNTY HUMANE SOCIETY Board Member Job Description

<b>Title:</b>	Member, Board of Directors
<b>Responsible to:</b>	President, Board of Directors
<b>Objective:</b>	Provide leadership in establishing and successfully accomplishing the goals of Dane County Humane Society (DCHS)
<b>Term:</b>	Three years, unless filling an unexpired term. Board members may retain eligibility for additional elected terms.
<b>Meetings:</b>	The Board meets a minimum of 12 times annually, the 3 <sup>rd</sup> Wednesday of the month for approximately 2 hours. The Annual Membership meeting is held in June of each year. Additional meetings may be scheduled as a group. Board members may also be assigned to working committees that require participation and attendance.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>➤ Shape the DCHS mission by participating in strategic planning; establishing mission, vision, goals and objectives and monitor their successful achievement</li> <li>➤ Determine the organizational structure and assure compliance with agency by-laws, articles of incorporation and all state, local and federal laws</li> <li>➤ Establish and enforce operating and organizational policies</li> <li>➤ Employ, evaluate, monitor and support the Executive Director. Delegate all operational tasks to the Executive Director.</li> <li>➤ Become informed and familiar with DCHS operations, and programs, animal welfare issues, and other issues relating to Humane Societies</li> <li>➤ Ensure long-term financial viability by providing for adequate finances and other resources required to accomplish the mission, goals and objectives of DCHS</li> <li>➤ Contribute, according to personal ability, to the annual funding of the organization</li> <li>➤ Actively assist in fundraising</li> <li>➤ Enhance the public standing of DCHS by serving as an interpreter, information source and “good will ambassador” to the community</li> <li>➤ Serve on committees as needed</li> <li>➤ Recruit and orientate new board members and assess board performance</li> </ul>