



Animal Friends Alliance  
2321 E. Mulberry, Unit #1  
Fort Collins, CO 80524  
(970) 484-8516

**Mission:** To provide comprehensive companion animal resources, services, and education to the community to prevent homelessness and promote the human-animal bond.

**Vision:** All companion animals experience a healthy home where they are wanted, cared for, and loved.

## **Board Member Job Description**

I, \_\_\_\_\_, understand that as a member of the Board of Directors of Animal Friends Alliance I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its mission. I believe in the vision and mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will participate in a regular review of the organization's vision, mission, values, and strategic objectives.
2. I will protect the organization's assets and provide financial oversight; I will participate in a review of the organization's annual budget.
3. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
4. I will act in the best interests of the organization, with legal and ethical integrity, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about what is going on within the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
6. I will work in good faith with staff and other board members as partners toward achievement of the organization's strategic objectives.
7. I will treat staff, volunteers, and other board members with respect at all times.
8. I will participate in selecting (if necessary), evaluating, and supporting the Executive Director.
9. I will take an active role in the identification, recruitment, and mentoring of new board members.
10. I will maintain the confidentiality of information acquired by virtue of my position as a board member.
11. I will complete the Secretary of State eLearning courses on Nonprofit Board Education within the first 3 months of my first term to ensure that I understand the responsibilities, legal and otherwise, of serving on a board of directors.
12. I will attend at least ten out of twelve board meetings annually.
13. I will attend Gala for Animals in March each year, unless there is a major scheduling conflict, and at least one other event.
14. I will participate in the Fund the Shelters Challenge annual fundraiser by setting a fundraising goal and establishing a fundraising page.
15. I will become an Animal Advocate Club member.
16. I will, along with the other board members, write birthday cards and contribute to the purchasing of small gifts (usually \$10 gift cards) for staff members; in past years, this has been \$30-\$40 per board member.
17. I will directly participate in my choice of at least 2 activities listed on the Fundraising Menu each year (see attached).
18. I will identify 10 people in my personal and/or professional network over my 3-year term that can be invited to a "Get to Know You" event.
19. If I do not fulfill these commitments to the organization, I will expect the board president to discuss my responsibilities with me.

The purpose of this list of responsibilities is to ensure that board members are committed to their work on behalf of Animal Friends Alliance and understand that it entails a significant contribution of time and energy. Exceptions to these

responsibilities can occur occasionally, as long as the board member continues to contribute to the organization in substantive ways. Such exceptions may be reviewed and voted on by the board.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, monthly financial reports and an update of organizational activities that allow me to meet the “prudent person” standards of the law.
2. Opportunities will be offered to me to discuss with the directors and board president the organization’s programs, goals, activities and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member. I can also request opportunities for professional development.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitment to me I can call on the board president and directors to discuss the organization’s responsibilities to me.

I understand that I shall serve on the board of directors for a term of three years. I understand that I can serve a subsequent three-year term if approved by a majority of other board members. After serving a maximum of 6 years in a row, a mandatory absence from the board for a minimum of one year is required, after which I can be considered for another three-year term. If I wish to resign for any reason from my position on the board of directors, I will do so in accordance with the by-laws of the organization. If I am asked to leave my position on the board of directors, all policies will be followed in accordance with the by-laws of the organization.

Signed:

\_\_\_\_\_  
Member, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date