



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 2022

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 commit to participate in a regular review of the organization's vision, mission, values, and strategic objectives.
2. I commit to protect the organization's assets and provide financial oversight; I commit to participate in a review of the organization's annual budget.
3. I commit to interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
4. I commit to 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 commit to stay informed about what is going on within the organization. I commit to ask questions and request information. I commit to participate in and take responsibility for making decisions on issues, policies, and other board matters.
6. I commit to work in good faith with staff and other board members as partners toward achievement of the organization's strategic objectives.
7. I commit to treat staff, volunteers, and other board members with respect at all times.
8. I commit to participate in selecting (if necessary), evaluating, and supporting the Executive Director.
9. I commit to take an active role in the identification, recruitment, and mentoring of new board members.
10. I commit to maintain the confidentiality of information acquired by virtue of my position as a board member.
11. I commit to 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, unless excused by the Board President.
12. I commit to attend at least ten out of twelve board meetings annually.
13. I commit to serve on at least one standing Committee (Infrastructure, Program, Marketing, or Resource Development) and attend its quarterly meetings.
14. I commit to attend Gala for Animals each year, unless there is a major scheduling conflict, and at least one other event.
15. I commit to participate in the annual crowdsourcing fundraiser by setting a fundraising goal and establishing a fundraising page.
16. I commit to become an Animal Advocate Club member.
17. I understand that I may be asked to contribute to staff appreciation initiatives.
18. I commit to directly participate in my choice of at least 2 activities listed on the Fundraising Menu each year.
19. I commit to identify 10 people in my personal and/or professional network over my 3-year term who can be invited to a "Get to Know You" event.
20. If I'm unable to fulfill these commitments to the organization, the Board President and I will set up a meeting to discuss my continued board service.

The purpose of this list is to ensure that board members understand the significant contribution of time and energy expected in board service.

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