



## **Pope Memorial Humane Society Board Application Insert: Member Roles, Expectations & Committee Information**

### **Board of Director Responsibilities**

This board directs the Executive Director of the organization and holds him/her accountable for the purpose and operations of the organization. They meet monthly. The Executive Director manages the organization. The Board of Directors ensures the Executive Director is carrying out the missions of the organization by clearly communicating the mission, objectives and goals needed to be successful. As the highest leadership body of Pope Memorial Humane Society and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the chief executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

### **Role of a Board Member:**

- Contribute to the development/updating/refinement of the organization's strategic mission, policies, programs, and needs
- Establish and monitor multi-year financial plans. Set annual budgets and review regularly to ensure strong financial practices and controls are in place
- Fulfill financial obligation of \$1,000/year as per the Pledge of Support form
- Serve as an Ambassador by promoting the mission, impact and path for growth of the society with members of the community and personal contacts that will inspire and create new partnerships
- Engage personal and professional networks to help cultivate prospective donors and identify potential future board members
- Potentially serve as mentor to new board members as they onboard
- Ensure long-term board strength by creating and understanding the skills needed to maintain a strong Board of Directors. Establish succession plans to maintain an active, strong and engaged pipeline for the board
- Actively participate in regular board meetings and committees as outlined by the PMHS Board Handbook
  - Board of Directors meets monthly for approximately 2 hours



## **Board of Directors Committees**

### **Executive Committee:**

Membership of this committee consists of the President, Vice-President, Secretary, and Treasurer. The Executive Committee may meet in a closed session. Responsibilities include proposing salary and terms of employment for the Executive Director to the full Board for approval. Meetings of the Executive Committee may be called by any member of the Executive Committee to handle urgent issues and matters not requiring full Board participation.

### **Development Committee:**

The committee oversees and directs fundraising activity. This committee isn't solely responsible for raising money, but it leads the board's fundraising effort. The committee works with staff to establish a fundraising plan. This plan may include annual events, auctions, end-of-the-year requests, and other activities. The committee works with staff on their fundraising efforts and sometimes takes the lead in specific activities.

### **Finance Committee:**

The treasurer of the board is generally the chairperson of this committee. The function of this committee is to assist the Executive Director in the preparation and presentation of the annual budget. This committee should meet monthly. The responsibilities of the Finance Committee are to:

- Review financial statements
- Review PMHS' investment portfolio and make recommendations as needed
- Coordinate plans for fundraising projects in conjunction with Development Committee
- Review and prepare PMHS short and long-term financial plans

### **Audit Committee:**

The audit committee works with the auditor on the organization's annual audit. Sometimes this work is a subset of the finance committee. The audit is generally an organization's only outside review, making it an extremely important governance tool.

### **Board Nominating Committee:**

The nominating committee works to identify and nominate new board members. Committee shall meet quarterly. Responsibilities of this committee are outlined below:

- Defines Board functions



- Reviews the ideal board makeup
- Leads in recruitment of new Board members
  - Performs initial screening of potential candidates
  - Develops and implements formal orientation program for board
- Develops policies for board training
- Creates a plan for Board development (training, orientations, etc.)
  - Administers yearly board assessments

### **Ad Hoc Committees:**

Ad hoc committees are formed for a limited period of time to address a specific need. When the work of the ad hoc committee is completed, the committee is dissolved. An ad hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it. The President may designate Ad Hoc committees as circumstances dictate. The Chairperson of each committee shall prepare a report for each meeting of the Board of Directors. Final approval of committee proposals shall be by majority vote of the Board of Directors.

### **Humane Education Committee:**

Responsibilities: To provide PMHS with guidance on community outreach in humane education. May aid the Humane Education staff to develop educational programs both online and in shelter.

### **Marketing Committee:**

Responsibilities of the Marketing Committee are outlined below; this committee will meet at least quarterly. The goal of this committee is to enhance PMHS' image through public awareness and to assist the Executive Director in the presentation of PMHS to the community.

- Develop a year-round public relations program that interprets, as completely as possible, the activities, purpose and nature of the shelter
- Ensure that all materials distributed by and for the shelter are consistent in its message
- Establish a mechanism to distribute news release and promotional material for each event of PMHS through the local media
- Develop newsletter, pamphlets and brochures for the shelter
- Develop a speakers bureau using PMHS staff, board members, and volunteers to attend United Way, Rotary, Kiwanis and other service clubs



### **Capital Campaign Committee:**

A capital campaign is a coordinated effort to raise significant funds for an identified purpose, such as the construction of a building, or some other “big ticket” item outside of the association’s normal day-to-day fundraising activities. A capital campaign will usually last for several years. PMHS may embark on a capital campaign only once a decade. Therefore, a capital campaign committee is an ideal ad hoc committee.

Donors who are not on the board can serve on the Capital Campaign Committee. Their commitment is not open-ended, and they may be more willing to serve in this capacity. The Capital Campaign Committee may work with the Finance Committee and the Marketing Committee.

### **Property Management Committee:**

Responsibilities of the Property Management Committee are outlined below; this committee should meet quarterly, more if needed.

- Conduct annual inspections of facilities, grounds and vehicles
- Ensure the building remains in compliance with all building, health and safety codes
- Develop a risk management or loss prevention program
- Provide assistance or oversee property trouble-shooting problems
- Develop emergency plan – clearly defining exits for building evacuation
- Assist in creating maintenance procedures for facilities, grounds and vehicles
- Review changing space needs
- Develop a priority list of building improvements and/or renovations
- Review all insurance policies of PMHS to insure proper coverage