



Volunteer Board of Directors

Job Description

- Reports to:** Board Chair or Board of Directors, as appropriate
- Preamble:** Board members of the PEI Humane serve as our links to the community, and as such are an essential element to our success. A commitment to serve on the Board carries with it certain expectations, both formal and informal. The organization's commitment to you is to help you exercise your special skills and talents on your behalf.
- Authority:** Board members work both individually and collectively in governing PEI Humane Society affairs through the development, approval and evaluation of policy and budget. As a committee member, the board member provides planning and implementation services to the Board. The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board resolutions with respect to representation of the Society.
- Term:** Directors are elected for a three-year term at the annual general meeting of the members.
- Termination may occur at the end of the elected term, by resignation or pursuant to the PEI Humane Society by-laws, Sections 3.04 and 3.05. Tenure may be renewed pursuant to PEI Humane Society Bylaws, Section 3.03.2
- Duties:** Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support the PEI Humane Society's mission statement and strategic plan.
- Board member duties include the following:
- Attend meetings and show commitment to Board activities;
 - Be well informed on issues and agenda items in advance of meetings;
 - Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President or Executive Director;
 - Monitor public response to the work and policies of the Society;
 - Participate in Board orientation meetings to ensure organizational and fund development knowledge and to participate in volunteer and donor recognition events;
 - Provide candid, open and honest feedback and evaluation when appropriate;
 - Take initiative in informing the organization about opportunities for funding or program development;
 - Identify individuals in the community for volunteer participation or funding support;

- Support the organization and its officers in timer of crisis or controversy;
- Provide sensitivity and support to staff member and other Board members as they perform their duties;
- Exercise loyalty to the Society and respect confidentiality regarding internal affairs;
- Provide leadership within the Board and in the community on behalf of the Society and its programs;
- Serve as an informal advocate for the Society in the community.

Although not required for Board membership, members are encouraged to support the Society financially, and to assist in the identification and solicitation of potential donors, wherever possible.

Board members are required to take out a membership in the Society.

Experience: Minimum of two years experience in one of the following organizational functions: animal health, finance, legal, human resources, communication, fundraising, volunteer program management, personnel planning and administration, animal welfare advocacy and lobbying; other equivalent and relevant experience. Previous experience on a board would be an asset.

Knowledge: An understanding of the effective functioning of a charitable organization and animal welfare issues and needs. Some knowledge of management theory and policy process for not-for-profit organizations. Strong communication skills.

Personal: Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and a strongly service oriented.

Staff Support to Board Members

- Attends to details of meetings and so on, and informs the board members in a timely manner;
- Provides adequate preparation for meetings in which board members must play a leadership role;
- Provides complete, concise and accurate information as required or requested;
- Uses board members' time judiciously;
- Meets agreed-upon deadlines or notifies promptly if deadliens cannot be met;
- Provides prompt response to requests for information;
- Returns calls or emails promptly;
- Demonstrates candor and respect in individual organizational relationships.

Revised: March, 2010