

Job Descriptions and Expectations

Humane Society

June 2016



Function of the Board

- Follow the mission, vision and values of HSBC, review annually to ensure the mission is being followed
- Engage in review and concerns regarding the financial overview of HSBC
- Long term fundraising and resource development
- Approving and monitoring HSBC programs and services
- Enhance HSBC public image



President:

- Monthly Board Meetings
 - Compose and send agenda
 - Preside over meetings
- Annual Meeting in November
 - Provide year-end report to the membership
- Ongoing Duties
 - Be the public spokesperson for the HS
 - Handles all community requests, invitations, legislation, concerns, etc. and passes on information to the Board for consideration and direction
 - Creates committees to meet the needs of the organization and recruits team leaders for the committees
 - Schedule special meetings, when necessary
 - Serves as a liaison with:
 - Bay County Animal Control
 - Bay County and Bay City Government
 - Community at large
 - Write personal thank you notes for donations over \$200 and a call for donations over \$500
 - Chairs the Executive Committee
 - Monitors the budget throughout the year and confirm taxes are filed
 - Appoint Honorary Board Members and Lifetime Memberships, if appropriate and warranted

Vice President:

- Meetings
 - Handles meetings and responsibility of President if President is not able to attend
- Nominating Chair for Board positions
 - Obtains the names of people interested in running for the Board and oversees the ballot preparation and the counting of the ballots
 - Presents the board the results of the voting to the Board and handles the election of officers for the following
- Annual Dinner in November
 - Forms a committee and organizes the annual dinner in November for the membership
 - Oversee the Annual Meeting
- Serve on the Executive Committee
- Monitors the budget

Treasurer:

- Manage finances of HSBC in compliance with the annual approved budget
- Obtain Board of Directors authorization before issuing any irregular payment or prior to opening or making changes to the HSBC's bank certificates of deposit
- Ensure the annual payment is made for Director and Officer Liability Insurance and that the policy is kept current
- Ensure the timely filing of the annual tax returns (Form 990 or 990-EZ) and provide a copy of the return for review at the following Board of Directors meeting
- Provide financial statement at monthly Board of Directors meetings
- Reconcile all bank accounts on a monthly basis
- Provide all financial documentation for the fiscal year to the Board of Directors for the annual audit prior to the 30th day of the month following the end of the fiscal year
- Documentation should be organized in a manner that is consistent with the framework of the annual budget
- Update authorized bank signers annually for the new President and Treasurer
- Serve on the Executive Committee
- Monitors the budget



Secretary:

- Take minutes at all meetings and e-mail to the board within two weeks of board meeting.
- Preserve all minutes and reports on a flash drive
- Pick up the mail and deliver it to the person entering information into Donor Perfect
- Bring magazines and correspondence to the board meeting
- Maintain a supply of HS printed materials: stationery, envelopes and order forms BAISD when needed at 667-3255 or printshop@baisd.net
- Send cards and order flowers when appropriate
- Serve on the Executive Committee
- Monitors the budget



Individual Board Members:

- Promote the HSBC's mission, policies and needs
- Be a member of HSBC
- Attend monthly board meetings
- Review monthly financial statements
- Follow the bylaws, policies, and board decisions
- Maintain confidentiality about all internal matters of HSBC
- Serve on at least one HSBC committee
- Attend a minimum of 3 events a year, not including Annual Dinner and Gala
- Serve as an advocate for HSBC and identify and secure financial resources and partnerships necessary for HSBC to advance its mission, by doing at least one of the following:
 - Join other members for a solicitation meeting of prospective donor/sponsors
 - Sell tickets for special events
 - Call existing donors to follow up on mailed appeal
 - Secure in kind support for existing budget item
 - Host a gathering to increase awareness of HSBC programs
 - Send emails for solicitation
 - Make a personal gift in addition to membership dues
- Be respectful of fellow board members and volunteers
- Disclose any conflict of interest
- Exhibit professionalism in writing (of all medias) and in needs
- Recruit new members and volunteers



Role of the Committees:

- Committees are structured to implement HSBC's work.
- Focus on specific tasks to ensure the promotion of the organization
- Provides counseling and advice for the board or to handle a task that belongs in the board's agenda.
- Recommendations need to be approved by the board, but the board is not obligated to go with committee suggestions.
- Includes a member of the board
- Has time constraints and deadlines
- An understanding that it does not make decisions; rather it advises and recommends
- An evaluation process to assess its own achievements by providing written reports.
- Does not duplicate services of another committee (only fundraising raise funds , only Foster programs approves adoption events, only grant writers write grants, etc.)





Role of Committee Members:

- Elect a committee chair
 - Chair is an HSBC member
 - Chair reports to board on activities of the committee
 - The chair involves all members in the committee work together to ensure work is accomplished and delegates work among members
 - Submits post event form and photos for the newsletter
 - Works with Volunteer Coordinator to secure the volunteers to work the event
 - Creates clear job description and defined goals
 - Provides Volunteer Manual to a new volunteer and supports the new volunteer in becoming a knowledgeable volunteer
 - Ensure that all written communication to be published is proofread by Leslie Prast
 - Orders printed material to advertise for their event
 - Contacts appropriate person to make advertised materials (flyers, cards, etc.)
 - Communicates with chairs of other committees for needs outside their focus
 - Forwards information to:
 - Social@humanesocietybc.org to put on FB
 - inf@humanesocietybc.org to put on website
 - Contact media to promote events/functions as appropriate
- Are committed and willing to spend the needed time to accomplish their tasks
- Attends monthly board meetings to present
- Reports to committee chair
- Has the Volunteer Manual and is familiar with its content

