

**Humane Society of Bay County
Board Candidates Application
Requirements/Procedure**

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

Individual Board Member Responsibilities:

- 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

Board Member Application Requirements

1. Attend at least one Humane Society of Bay County board of directors meeting.
2. Review the document “**Board Members Job Expectations**” on website under board of directors
3. Answer questions and write a brief paragraph about yourself (not to exceed 300 words) per application.
4. Become a member of HSBC. Have a desire to help the animals of Bay County with the ability to work as a team member toward the goals of HSBC.
5. Have completed application form
6. Submit resume with application
7. To request an application: email info@humanesocietybc.org, and mail to HSBC 1607 Marquette Ave, Bay City, MI 48706 NO LATER THAN September 1, 2018. The application is available on our website: www.humanesocietybaycounty.org or call HSBC, 989-893-0451.

Name _____ Home Phone _____

Address _____ City _____ Zip _____

Email Address _____ Cell Phone _____

- Why do you want to serve on the Board of the Humane Society of Bay County?
What strengths/talents can you offer to assist with the mission of HSBC?

- What would you like to see HSBC accomplish in the next year(s), how do you see yourself making an impact?
- Are you the guardian of a rescued or shelter pet? How many pets share your household?
- This is a "working" board; will you be available to commit time for meetings, events, and committees as outlined in the job description for board members?
- Do you share the vision of a “No Kill” Community in Bay County?
- **Please tell our membership about yourself in 300 words or less.**