

## **ST. AUGUSTINE HUMANE SOCIETY BOARD MEMBER**

### **ROLES AND RESPONSIBILITIES**

#### **Board of Directors**

- A. Fiduciary Responsibilities
  - Fundraising
    - i. Cultivate donors
    - ii. Develop corporate partners
    - iii. Active participation in all events
  - Personal Pledge
- B. Code of Conduct and Conflict of Interest
- C. Strategic Planning – works with Executive Director to execute
- D. Mandatory monthly meetings for governing

#### **Roles and responsibilities of the board as a body:**

1. Establish and be accountable for the mission, values, and vision of St. Augustine Humane Society.
2. Develop and Monitor a long-range strategic plan as well as annual action plans.
3. Establish policies related to the governance of the organization.
4. Approve an annual budget and secure the financial resources necessary to achieve the annual operating goals.
5. Employ and review annually the performance of the chief executive officer.
6. Assess performance as a board on a regular basis, at least annually.
7. Nominate directors who will assure continuity of the highest quality in board Performance and accountability.
8. Elect officers who will assure the highest quality of board membership.

#### **Roles and responsibilities of individual directors:**

1. Support and be faithful to the mission and goals of the organization.
2. When acting on behalf of the organization, give priority to its interests, mission, and values.
3. Adhere to the organization Bylaws, Code of Ethics, Conflict of Interest policy, and all other applicable organizational policies and procedures.
4. Exercise reasonable care in the decision-making process.
5. Attend meetings faithfully and serve on committees effectively.
6. Participate in activities and events sponsored by the organization, and encourage participation by others.
7. Make annual and special contributions to the organization.
8. Encourage, if appropriate, the organization you represent to support the general operating fund.
9. Assist in the recruitment of new members and supporters.
10. When requested, serve as a spokesperson.