



Concern for Animals is accepting applications for volunteer board members to join their team. We are looking for board members with a background in marketing, finance, law, fundraising, veterinarian, or human resources. See the following Board Job description for information on Board Member duties. The time commitment varies per month.

### **General Description:**

The Board of Directors provides governance to CFA and accepts the ultimate legal authority for CFA. Board members do not act as individuals, but as a part of the Board as a whole. This is a voluntary position.

### **Key Responsibilities and Accountabilities:**

- Attend 75% of regularly scheduled board meetings and committee meetings; stay informed, prepare well for meetings, and review and comment on minutes and reports. There are 12 scheduled Board meetings a year, first Wednesday of every month
- Participate and attends Annual Board Retreat
- Respond to all correspondence in a timely manner
- Build partnerships with CFA and local vendors to gain public awareness and working relationships
- Serve actively on one (or more) board committees
- Make a serious commitment to participate actively by volunteering for and accepting assignments; complete them thoroughly and on time
- Act to further the mission of CFA; to support and promote the CFA's core values within the community
- Recruit and develop new board members; annually evaluate the work of the board and take steps to improve its performance
- Participate in the CFA's fundraising efforts including donor cultivation, special events and funder relations
- Monitor finances and capital expenditures; annually review and approve annual budget
- Keep informed of the program's activities and business affairs, including any fiscal, legal or contractual matters
- Set, review and approve CFA procedures, compensation practices and benefit policies
- Assure that organizational strength and staffing aligns with the requirements of the goals and mission of the program
- Recruit, monitor, evaluate, advise and support Executive Board
- Avoid conflicts of interest; address potential conflicts with the President
- Work with the Executive Director to oversee and direct the program's affairs in accordance with its established mission, operating procedures and concepts of fiscal responsibility

### **Professional Expectations:**

- Inspires teamwork and commitment
- Facilitates solutions
- Maintains organizational perspective
- Builds relationships and network
- Maintains confidentiality

### **Term:**

- Two-year term
- May run another two-year term with simple majority voting; requires more than half of all ballots casted.