



Board Member Job Description

Location: Chaska, MN

Supervisor: Executive Committee

Mission

The mission of Carver Scott Humane Society is connecting animals in need with people who care.

Purpose

The Board of Directors supports the work of Carver Scott Humane Society through mission-based leadership and strategic governance.

Key Responsibilities

While day-to-day operations are overseen by the organization's Executive Director, the Board-Executive Director relationship is a partnership, and active engagement of the Board is both critical and expected. Responsibilities of a board member include, but are not limited to, the following:

- Maintaining knowledge of the organization and a personal commitment to its mission, goals, and objectives
- Actively supporting the organization's fundraising and development activities
- Working with the Executive Director to develop the organization's strategic plan and serving as a trusted advisor to the Executive Director as they implement the organization's strategic plan
- Reviewing outcomes and metrics created by the organization for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Attending and actively participating in Board meetings
- Reviewing the agenda and supporting materials prior to each Board meeting
- Approving the organization's annual budget, audit reports, and material business decisions
- Being informed of and meeting all legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Identifying and recruiting other members of the Board
- Partnering with the President and Executive Director to ensure that resolutions of the Board are carried out
- Serving on at least one committee or task force and seeking out and executing special assignments to further the organization's mission
- Representing the organization to stakeholders and acting as an ambassador for the organization

- Ensuring the organization's commitment to a diverse Board and staff that reflects the communities served
- Considering the organization a philanthropic priority and making a personal financial contribution at a level that is meaningful to you

Qualifications

We seek dedicated individuals who are passionate about the organization's mission: connecting animals in need with people who care. Board and nonprofit experience are not required; however, experience or skills in one or more of the following areas is desired: leadership, advocacy, fundraising, event management, strategic planning and growth, public policy, technology, public relations, human resources, volunteer management, information technology, finance, grant writing, animal welfare, social work, facility maintenance, and community development.

Ideal candidates will have the following experience and qualifications:

- Personal qualities of honesty, integrity, credibility, and accountability
- Ability to cultivate relationships and build consensus among diverse individuals
- Commitment to understanding and serving the organization's beneficiaries

Training and Support

Board Members receive training and support from other Board Members as well as the Executive Committee, Executive Director, and any committee on which Board Members sit.

Time and Other Commitments

Board Members can expect to spend a minimum of 5-10 hours per month on duties and responsibilities related to the Board and organization, overall.

Benefits

Board Members will gain knowledge, skills, and experience that are transferable to many jobs, as well as feelings of satisfaction and benevolence, and the knowledge that they are contributing to creating a better world for animals.

Additional Information

Each member of the Board of Directors serves a two-year term and is eligible for re-election for up to three consecutive terms. Officers serve one-year terms, but are eligible for re-election each year during his/her term on the Board of Directors.

The Board of Directors meets on the fourth Thursday of each month at 6:00 PM. Each meeting runs for approximately 2-3 hours. Each member of the Board of Directors is expected to attend and actively participate in meetings.

Per the bylaws of the organization, no member of the Board of Directors, including Officers, shall be compensated for his/her service except for reasonable expenses.

How to Apply

To apply to be a member of the Board of Directors, please send a cover letter and your resume to Mandy Malecek, Immediate Past President at mandy.malecek@carverscotths.org.