



## **Job Description Board of Directors Member**

The board of directors is the controlling body of the organization. The board is responsible for all major decisions regarding mission, policy, finance and operations.

### **Duties of Members of the Board of Directors**

- Attend scheduled board meetings, arriving fully prepared
- Be knowledgeable of, and able to represent Planned Pethood in regard to, the organization's mission, finances, organizational structure and operations
- Maintain board confidentiality
- Abide by the Planned Pethood Volunteer Agreement
- Participate on a minimum of one committee, or hold an officer position
- Attend a minimum of one adoption event and one fundraiser per election year
- Expect to spend a minimum of five hours of participation per month on board matters

### **Minimum Qualifications**

- Ability to interact with other board members and volunteers, and function as a team
- Ability to communicate and receive documents via email

# Application to Board of Directors for Planned Pethood, Inc

PO Box 350908 Toledo OH 43635 | 419-826-FIXX | [www.plannedpethood.org](http://www.plannedpethood.org)

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Upon completion, you may mail this application AND a copy of your current resume to our PO Box or send to [pets@plannedpethood.org](mailto:pets@plannedpethood.org).***

1. Planned Pethood's mission is to reduce the overpopulation and suffering of dogs and cats through education and low-cost spay/neuter programs and to rescue, vet, and place adoptable dogs and cats into good permanent homes. How do you view this mission statement?
2. Planned Pethood board terms are currently 3 years. Are you willing to serve an entire term? Do you anticipate seeking additional terms?
3. What are your committee interests: Fundraising, Public Relations, Finance, Technology, Volunteer Recruitment, other?
4. Would you be willing to serve in a leadership role during one or more years of your term by chairing a committee or being an officer (President, Vice President, Treasurer or Secretary)?

5. Are you able to attend at least 5 of the 6 yearly board meeting currently held at 6pm on the 2<sup>nd</sup> Tuesday bimonthly (August, October, December, etc.)?
  
6. Are you currently serving as an officer or committee head position in another animal rescue group?
  
7. On which other boards do you serve?
  
8. Would you be willing to consider Planned Pethood number one or two among the nonprofits you support, in terms of your time and/or your financial contribution?
  
9. Are you willing to raise funds for Planned Pethood, through whatever avenue you feel most comfortable (such as meetings or phone calls with donors, volunteering at or organizing fundraising events, giving presentations, networking)?
  
10. Will you attend the annual Paw Hoorah, Planned Pethood's premier fundraising event, and support it by attending, sponsoring or contributing auction items to this event?
  
11. Will you take the fiduciary responsibility of board members seriously and seek out guidance if you don't know how to read the financial statements?
  
12. Will you respect the Board's consensus decision making process?

13. Are you able to maintain the confidentiality of board discussions?

14. If the board does not elect you this year, are you willing to serve on a committee as a non-board member? If yes, which one: Fundraising, Public Relations, Finance, Technology, Volunteer Recruitment, other?

\_\_\_\_\_

signature

\_\_\_\_\_

date