



Fayetteville Animal Protection Society BOARD MEMBER EXPECTATIONS

We pride ourselves on being Cumberland County's only licensed, no-kill, non-profit animal shelter and are glad you are considering joining us! We are an animal-loving, fundraising board committed to helping homeless cats and dogs. We expect you to have a desire to raise money to help more animals find their loving homes!

Duties & Responsibilities

- Know & effectively articulate the mission, purpose, goals, and services of FAPS.
 - Each board member is expected to become familiar with FAPS' Bylaws, mission statement, shelter manual, and shelter operations by observing and participating in a volunteer orientation at the shelter.
- Board members are responsible:
 - Morally for the health and well-being of this organization.
 - Fiscally with the other board members, for this organization. It is your duty to know what the budget is, and to be active in planning the fundraising to meet that budget.
 - Legally with the other board members, for this organization. Board members should know the policies and programs of FAPS as well as read all materials sent in advance of board meetings.
 - To act with care and loyalty. Board members are to observe the organization's conflict-of-interest policy in letter and spirit, taking care to disclose publicly any conflicts that arise, and to recuse him/herself from decisions that create or appear to create a conflict of interest.
 - To give what is for each board member a significant donation. This may be given as a one-time donation each year, or given several times during the year.
 - This is in addition to the \$25 board dues taken at the March meeting each year.
 - To raise money by soliciting the financial, in-kind, and social support of others, including employers and friends, in addition to my personal contribution.

Fundraise & Assist with Special Events

- Woofstock (FAPS' Annual Fundraiser):
 - Each Board Member must buy a ticket to or directly sponsor Woofstock. (Attendance exceptions can be made by Executive Committee for extenuating circumstances.)
 - Each Board Member must solicit a minimum of five (5) businesses or people to sponsor Woofstock.
 - Each Board Member is to contribute to the planning of Woofstock along with soliciting sponsors.
 - Each Board Member must volunteer the day of Woofstock to either set up or break down.
- Special Events
 - Community Events
 - Each Board Member must attend a minimum of one (1) community event to support and represent FAPS during the calendar year. Events are announced at board meetings or by email.
 - Shelter Events
 - Each Board Member must be present at all Shelter Events to include, but not limited to, Open House(s), Microchip/Rabies Clinic(s) throughout the calendar year. (Attendance exceptions can be made by Executive Committee for extenuating circumstances.)
 - Each Board Member must sign up for a shift directly related to the event, i.e., set up, break down, planning, other support, etc.

Committee Involvement

- Serve actively on at least one FAPS committee. Actively means attending committee meetings and supporting the committee chair as needed.
 - a. Finance Committee
 - b. Shelter Committee
 - c. Fundraising/Special Events Committee
 - d. Marketing/PR Committee
 - e. Nominating Committee

Attendance & Time Commitment

- Attendance is expected at each board meeting. Three unexcused absences from regularly scheduled board meetings are deemed cause for dismissal in accordance with the Bylaws (Article III, Section 5).
 - Excused Absences
 - Excused absences include illness, family matters, and job obligations.
 - To be considered excused one must notify the FAPS Secretary and/or FAPS President with a reason prior to the Board Meeting.
 - Unexcused Absences
 - Unexcused absences include failure to notify the proper Board Member before the meeting.
 - Board Members are only allowed two unexcused absences throughout the calendar year.
- Board members are expected to commit at least 5 hours a month to the work of the Board and the organization as a whole.

In return, each board member can expect:

- To be sent, without request, regular financial reports that allow review of FAPS' financial position.
- The ability to call on other board members and staff to discuss program and policy, goals, and objectives.
- That other board members and staff will respond in a straightforward and thorough fashion to any questions you have that you feel are necessary to carry out your fiscal, legal, or moral responsibilities to this organization.
- D&O insurance to be provided.

As you consider joining the board, here are a few questions to consider:

Is FAPS the right cause and organization for me?

Approach this decision as if you were planning to make a major donation. Since, as a board member, you'll be investing not only money but time and energy, ask yourself whether FAPS seems to be a pretty good risk as an investment for your current stage of life.

What can I, and what will I, contribute to FAPS?

What skills, contacts, and perspectives do you have that will be useful to FAPS? Consider first what you bring to the table, and then, whether you are willing to give that to the organization. Look, too, for vehicles for your skills; if you can't see a specific vehicle (work on an event, help with marketing, work with the Treasurer, etc.), your desire to contribute may well go unfulfilled.

Do you believe in this organization enough to introduce your friends to it? Can you make a commitment to attend board meetings? Are you willing to make a donation? Would you feel comfortable having your name on newsletter and in brochures? The right time to ask these questions is before, not after, you have joined the board.