

PETS WITHOUT PARENTS – BOARD MEMBER POSITION DESCRIPTION

Pets Without Parents (“PWP”), founded in June of 2001, is a non-profit, no-kill, all-breed shelter for dogs and cats. Our mission is to place every pet that enters our shelter into a loving, permanent home; to motivate our local community to support our shelter, its no-kill mission, and spay-neuter efforts through donation, volunteer, and adoption opportunities...until every pet goes home. For more information, please PWP’s website at <http://www.petswithoutparents.net/>.

Position

The Board will support the work of PWP and provide mission-based leadership and strategic governance. While day-to-day operations are led by PWP’s executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the ED as s/he develops and implements PWP’s strategic plan
- Reviewing outcomes and metrics created by PWP for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving PWP’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 ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing PWP to stakeholders; acting as an ambassador for the organization
- Ensuring PWP’s commitment to a diverse board and staff that reflects the communities PWP serves

Fundraising

PWP Board Members will consider PWP a philanthropic priority and make annual gifts that reflect that priority. So that PWP can credibly solicit contributions from foundations, organizations, and individuals, PWP expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

PWP’s Board Members will serve a two-year term to be eligible for re-appointment for two additional terms. Board meetings will be held monthly and committee meetings will be held as needed.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about PWP’s mission and who preferably has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
 - A commitment to and understanding of PWP’s beneficiaries, preferably based on experience
 - Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
 - Personal qualities of integrity, credibility, and a passion for improving the lives of PWP’s beneficiaries
- Service on PWP’s Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members’ duties.