



Prospective Board Member Application

Name: _____ Address: _____

Employer Name: _____ Occupation: _____

Phone: Home: _____ Work: _____ Cell: _____

E-Mail Address: _____

Best Way to Contact You: Home Work Cell E-Mail

What are your qualifications? Briefly highlight the skills, qualifications and experience you have with Community Based Organizations.

What is your interest and motivation to serve on the SHS Board of Directors?

Are you currently serving on any Board or Advisory Committees? Have you served on any Board or Advisory Committees in the past? Please elaborate.

Describe your leadership, policy development and/or fundraising experience.

In your opinion, what are the most important issues facing animals in our community and the SHS program.

Have you reviewed the SHS By-Laws and Mission Statement? Yes No

Are you willing and able to make the commitment to serve on the Board for at minimum one year term? Yes No

Signature

Date



SUFFOLK HUMANE SOCIETY
www.suffolkhumanesociety.com

Board Member Job Description

- Title:** Member, Board of Directors
- Responsible to:** President, Board of Directors
- Objective:** Provide leadership in establishing and successfully accomplishing the goals of the Suffolk Humane Society (SHS)
- Term:** 1 year
- Meetings:** The Board meets a minimum of 12 times annually on the first Tuesday of alternating months. Each meeting lasts approximately 1 hour. The Annual Budget meeting takes place in December with a report to members in January. Additional meetings may be scheduled as a group. Board members may also be assigned to working committees that require participation and attendance.
- Responsibilities:**
- Shape the SHS mission by participating in strategic planning; establishing mission, vision goals and objectives and monitor their successful achievement.
 - Determine organizational structure and assure compliance with agency by-laws, articles of incorporation and all federal, state and local laws.
 - Establish and enforce operating and organizational policies.
 - Employ, evaluate, monitor and support the Executive Director. Delegate operational tasks to the Executive Director.
 - Become informed and familiar with SHS operations and programs, animal welfare issues and other issues related to animal advocacy.
 - Ensure long term financial viability by providing for adequate finances and other resources required to accomplish the mission, vision, goals and objectives of SHS.
 - Contribute to the annual funding of the organization according to personal ability.
 - Actively assist in fundraising.
 - Enhance the public standing of SHS by serving as an information source and good will ambassador to the community of Suffolk.
 - Serve on committees as needed.
 - Recruit and orient new board members and assess board performance.