



Board Member Position Description

The mission of Ohio Animal Foundation is to promote philanthropy and volunteerism to improve the lives of animals, encourage wildlife appreciation and protection, reduce the number of homeless pets in our state and to make grants to support initiatives that create lasting positive change for animals.

Role: To act as a voting member of the board with full authority and responsibility to develop policies for the operation of the organization; to monitor the organization's financial health, programs, and overall performance; and to provide the chief executive officer the support needed to guide the organization in fulfillment of its mission.

The Full Board's Responsibilities:

- Secure adequate funding for the organization
- Monitor overall finances and approve annual operating budget
- Create and update a long range plan for the organization
- Select and support the organization's board officers
- Adopt key operating policies, approve contracts as appropriate
- Hire and evaluate the executive director of organization

Individual Board Member's Duties:

- Become knowledgeable about the organization
- Attend board meetings regularly; be prepared and informed about agenda issues
- Serve on board committees as needed
- Represent the organization to individuals, the public and other organizations in a positive and professional manner
- Support the organization through volunteer participation at special events and activities, and through meaningful personal financial contributions
- Assist with fundraising
- Assume board leadership roles when asked
- Maintain confidentiality of board discussion
- Act as an advocate of the organization

Board members set corporate policies and goals and delegate authority to the executive director to implement such policies and goals in the day to day management of the organization. Individual members of the board, however, have no authority to act independently of the full board on policy issues. Individual board members should attend all board meetings and actively participate in them.

Approximate Time Commitment:

Board terms are two years. The full board meets 6 times per year. Meetings are currently held every other month on a Saturday morning and generally last between 1.5-2 hours (not including preparation time). In addition, you may be asked to assist with a special project or event that could take 1-2hours per month.