



## JOB DESCRIPTION BOARD MEMBER

A member of the Mesabi Humane Society Board of Directors is an integral part of our leadership team, providing direction and vision for our nonprofit. S/he and the entire board are responsible for governance and oversight of organization.

### REQUIREMENTS:

- Be informed about the organizations mission, policies, goals and programs
- Be a current member of the Mesabi Humane Society organization
- Demonstrate willingness to work as a team with other board members, volunteers and staff
- Accept at least one committee assignment
- Attend meetings and take part in discussions & decisions. Board members who miss meetings may be released and that board position filled with another individual
- Ensure the financial sustainability of the agency by:
  - ✓ participating actively in resource development and fundraising
  - ✓ contributing financially to the agency annually per your personal ability
  - ✓ overseeing the fiscal management of the Mesabi Humane Society
- Maintain a sense of humor

### RESPONSIBILITIES:

- Come to each board or committee meeting prepared to discuss the business of the Board
- Support all decisions made by the Board – even if you do not agree (Be a united Board)
- Maintain confidentiality of Mesabi Humane Society Board decisions & actions
- Select, support and evaluate the Mesabi Humane Society lead staff
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Be an active participant in the Board's planning and evaluation effort
- Attend workshops, trainings, planning and/or other special meetings scheduled
- Promote and represent the Mesabi Humane Society within the community

### TIME COMMITMENT:

- A three-year term. renewable for 2 more, 3-year terms (Total of 9 years)
- Minimum of a 2-hour Board meeting once a month
- Read, review and prep for Board and committee meetings
- Committee work – time and meetings vary
- Attend & assist with MHS events and community activities

**Read, Acknowledged and Accepted by:**

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Board Member Signature

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Date