



...IS COMMITTED TO SERVING THE BEST INTEREST OF THE ANIMALS WE STRIVE TO PROTECT.

Great River Rescue Board of Director Duties & Responsibilities

A Board of Directors is the governing body of a non-profit organization, and all activities of this body must be in compliance with the organizations By-Laws and Articles of Incorporation.

The specific duties and responsibilities of Great River Rescue's Board of Directors are as follows:

General Responsibilities:

- Promote the cause of the organization in the community
- Recruit volunteers including new Board and Committee members
- Provide financial oversight and ensure fiscal responsibility of the organization
- Help raise funds and other resources needed for organizational operations
- Ensure the legal and ethical integrity of the organization
- Participate in planning activities and assist in implementing and monitoring the plan's goals
- Support the Executive Director and assess his/her performance at least annually

Expected meeting attendance/time commitment:

- Attend regular board meetings generally held the first Thursday of each month. Be prepared to participate by reading over the agenda and other materials sent out prior to the meeting. Bring your own printouts of materials. A Board member may be dismissed for excessive absences.
- Serve as chairperson or member of one or more established committees and attend the committee meetings.
- Participation in Board retreats, in-service workshops and other Board development activities is required.
- Participation in one Fundraiser and at least one other event is required annually.
- Attendance at the GRR Annual Meeting is required.
- Devote a minimum of 5-10 hours per month to GRR.

Specific Duties:

- Pay membership dues prior to being placed on the ballot at the GRR Annual Membership Meeting.
- At least 6 months of involvement as a volunteer or committee member is expected prior to joining the Board.
- Remain a GRR member in good standing throughout Board tenure.

- Prepare for Board meetings by reading agendas, minutes, reports and other documentation required to actively participate.
- Become well acquainted with GRR, its history, objectives and vision.
- Approve the annual budget.
- Periodically review and update as needed: long range plans, mission statement, etc.
- Approve major contracts and/ or major purchases being made on behalf of the organization.
- Maintain the ability to work as a team member with the Board of Directors for the betterment of GRR. Treat other board members with respect and maintain a professional attitude and demeanor.
- Listen respectfully to the point of view of other members.
- Demonstrate respect for the direction and decisions of the board.
- Contribute skills, knowledge and experience when appropriate.
- Keep sensitive information regarding GRR business matters and personnel matters confidential if disclosure of such information could be harmful to the organization or the individuals involved.
- Educate yourself about the needs of the people and animals GRR serves.
- Contribute to the support of GRR with time and money in addition to membership dues. Board members are expected to contribute a minimum of \$500 annually either through direct contributions or fundraising activities.
- Demonstrate, by example, GRR's values of humanely caring for animals.
- Fulfill term of office. All director positions are three (3) year elected positions.
- Log all hours of volunteer time served
- Conduct self-initiated learning to keep informed on topics related to animal welfare and animal sheltering
- Participate in all aspects of hiring, evaluating job performance, and termination of the Executive Director. This procedure takes full board participation and approval.
- Each Director will be responsible for making "thank you" phone calls to donors and other supporters.
- Directors may be asked to participate in new board member orientations.

Each Director must read and sign a Conflict of Interest Policy. The conflict of interest policy is designed to help directors, officers, volunteers and employees of Great River Rescue identify situations that present potential conflicts of interest and to provide GRR with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction.

I commit to the above Board of Director duties and responsibilities of Great River Rescue. I will do my best to follow through on these commitment.

Name

Signature

Date

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