

Beltrami Humane Society Board of Director Duties & Responsibilities

Purpose: *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 Beltrami Humane Society's Board of Directors are as follows:

Expected meeting attendance/time commitment:

- Attend regular board meetings generally held the first Thursday of each month and be prepared to participate. A Board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meetings in a year.
- 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 BHS Annual Meeting is required. Devote a minimum of 5-10 hours per month to BHS.
- (Note: The removal of a Board member by a resolution adopted by the Board.)

Individual Duties:

- To be placed on the ballot at the BHS Annual Meeting, board candidates must have membership dues paid at the time of application to the Board.
- At least 6 months of involvement as a volunteer or committee member is expected prior to joining the Board.
- Remain a BHS member in good standing throughout Board tenure.
- Maintain the ability to work as a team member with the Board of Directors for the betterment of BHS
- Become well acquainted with BHS, its history, objectives and vision.
- Contribute to the support of BHS with time and money in addition to membership dues.
- Demonstrate, by example, BHS's values of humanely caring for animals.
- Fulfill term of office. All director positions are three (3) year elected positions.
- Demonstrate respect for the direction and decisions of the board.

Specific Duties:

- Prepare for Board meetings by reading agendas, minutes, reports and other documentation required to actively participate.
- 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.
- Work with and provide support to the Executive Director

- Participate in all aspects of hiring, evaluating job performance, and termination of the Executive Director. This procedure takes full board participation and approval.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to the point of view of other members.
- Educate yourself about the needs of the people and animals BHS serves.
- Spend time at the shelter to get a real feel for the work BHS does. There is no specific requirement for frequency of visits to the shelter, but members should make an effort to meet staff, and learn about the everyday operations.
- 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 the Beltrami Humane Society identify situations that present potential conflicts of interest and to provide BHS 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.