



**Iowa County Humane Society**  
**Board Member Job Description**

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| <b>Title</b>            | Member, ICHS Board of Directors  |
| <b>Responsible to</b>   | President, ICHS Board of Directors   |
| <b>Objective</b>        | To provide guidance and leadership in the establishment and accomplishment of the mission, vision and goals of the Iowa County Humane Society and to ensure accountability for the actions of the organization.  |
| <b>Term</b>             | Three (3) years unless filling an unexpired term. Board members are eligible for additional elected terms.   |
| <b>Meetings</b>         | The ICHS Board meets a minimum of 4 times annually on the fourth Monday of the month. Meetings last approximately two (2) hours. The annual membership meeting is held in March of each year. An annual organizational meeting of the Board of Directors is held annually within 30 days of the annual membership meeting. Special meetings may be scheduled as needed by the President or Secretary. Board members may also be assigned to special working committees which require attendance at additional meetings.  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>● Shape the mission, vision and goals of ICHS by establishing objectives through strategic planning and monitoring the success/achievement of these plans and objectives.</li> <li>● Determine the organizational structure of ICHS and ensure that it complies with the ICHS by-laws and articles of incorporation as well as all local, state and federal laws.</li> <li>● Review, approve and support all policies regarding the organization and operations of ICHS.</li> <li>● Employ, evaluate and support the Operations and Outreach Directors.</li> <li>● Delegate all operational tasks to the respective Directors.</li> <li>● Be familiar and up-to-date with ICHS operations, programs and general animal welfare/animal sheltering issues.</li> <li>● Provide adequate finances and resources to ensure the long-term financial viability necessary to accomplish the mission, goals and objectives of the Iowa County Humane Society.</li> <li>● Contribute according to personal ability to the annual funding of ICHS and actively participate in fundraising activities.</li> <li>● Ensure and enhance the integrity of the public image of ICHS by being a "good will ambassador" and a positive, reliable information source to the public and our communities.</li> <li>● Serve on special committees as needed.</li> <li>● Help recruit and mentor new board members and evaluate board performance.</li> </ul> |