



Prison Pet Partnership Program

The Prison Pet Partnership Program believes that each board member makes a significant contribution to our success. It is our expectation that each member will offer his/her services to ensure the success of our endeavors.

Job Title: Member, Board of Directors

Reports to: Executive Committee

General Description:

The Board of Directors provides governance to the program, represents it to the community and accepts the ultimate legal authority for it. Board members do not act as individuals, but as a part of the Board as a whole. This is a voluntary position.

Key Responsibilities and Accountabilities:

- Attend 75% of regularly scheduled board meetings and committee meetings; stay informed, prepare well for meetings, and review and comment on minutes and reports
- Serve actively on one (or more) board committee
- Make a serious commitment to participate actively by volunteering for and accepting assignments; complete them thoroughly and on time
- Participate in annual strategic planning sessions, as well as board trainings, retreats and facility visits
- Act to further the mission of the program; to support and promote the program's core values within the community
- Recruit and develop new board members; annually evaluate the work of the board and take steps to improve its performance
- Contribute to the development of the program's services
- Develop and implement the program's plans for funding
- Participate in the program's fundraising efforts including donor cultivation, special events and funder relations
- Monitor finances and capital expenditures; annually review and approve annual budget
- Keep informed of the program's activities and business affairs, including any fiscal, legal or contractual matters
- Provide ongoing financial support at designated level

- Set, review and approve the program's procedures, compensation practices and benefit policies
- Assure that organizational strength and staffing aligns with the requirements of the goals and mission of the program
- Recruit, monitor, evaluate, advise and support Executive Director
- Avoid conflicts of interest; address potential conflicts with the board President
- Establish and annually review program's organizational culture and identity
- Work with the Executive Director to oversee and direct the program's affairs in accordance with its established mission, operating procedures and concepts of fiscal responsibility

Professional Expectations:

- Inspires teamwork and commitment
- Facilitates solutions
- Maintains organizational perspective
- Builds relationships
- Maintains confidentiality

Job descriptions represent a general outline of job duties and functions. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

Revised and approved 4-06