

## Animal Aid Board Member Job Description

Updated May 2021

The Animal Aid Board of Directors serves as the governing authority for Animal Aid Inc. of Portland, a 501c3 animal welfare organization. The Board of Directors is responsible for overseeing the organization's operations and maintaining the organization's commitment to its mission. This involves establishing our strategic direction, ensuring our compliance with all applicable legal requirements, and keeping our organization financially healthy. Board members are expected to take a holistic view of the organization, an active role in ensuring the wellness of the organization, participate in fundraising activities, and act as ambassadors of Animal Aid in the community.

### Responsibilities

1. Attends and actively participates in monthly Board Meetings.
2. Follows and abides by the By Laws of Animal Aid
3. Understands the goals and mission of Animal Aid, and agrees to work toward these goals and represent this mission in contact with the community on behalf of the organization.
4. Actively engages in Diversity, Equity, Inclusion, Access (DEIA) work of Animal Aid.
5. Makes a serious commitment to participate actively in committee work.
6. Stays informed about organizational matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Participates in fundraising for the organization, including attendance at major fundraisers (no specific donation requirement).

### Who We Are Looking For

The Animal Aid Board of Directors is made up of people passionate about animal welfare with a variety of skill sets and experience. We are open to new members with extensive, limited, or no experience on nonprofit boards.

### Commitment

We hope that board members will stay at least 3 years, and commitments are evaluated on an individual basis. Board members typically spend 2-4 hours per month specifically related to board work. Additional volunteer hours vary based on number and type of other roles. There are typically one or two workshop or planning sessions per year that are held on a weekend.

### Officers

Each year, four board members are nominated or volunteer for officer positions. Officer positions are typically a one year commitment. Additional responsibilities of these positions are as follow:



Passionately Serving Animals and the People They Love

5335 SW 42<sup>nd</sup> Avenue  
Portland, OR 97221  
(503) 292-6628  
[www.animalaidpdx.org](http://www.animalaidpdx.org)

## President

- Serves as the Chief Executive Officer of Animal Aid and has general responsibility for the business affairs and property, subject to specific instructions by the Board.
- Schedules, prepares agenda, and facilitates monthly Board Meetings.
  - Call the meeting to order at the prescribed time.
  - Conduct the meeting as per Robert's Rules of Order.
- Leads the board in establishing the goals and objectives for Animal Aid at the beginning of each year.
- Tracks annual goals and objectives, reviewing them quarterly.
  - Conducts end-of-the-year review to assess completion of goals and objectives
- Encourages the Board's role in strategic planning.
- Acts as a supervisor for the Executive Director, including annual performance review.
- Discusses issues confronting the organization with the Executive Director.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Trains whomever takes over the position after their term is complete.

## Vice President

- Performs President's responsibilities when the President is not available (see above).
- Acts as Parliamentarian during meetings to ensure proper protocol per Robert's Rules of Order.
- Participates on the Development Committee, which works with staff to facilitate donor relations.
- Trains whomever takes over the position after their term is complete.

## Secretary

- Records and disseminates minutes of monthly Board Meetings in a timely fashion.
- Ensures a digital copy of the minutes are maintained in Animal Aid's archives for historical purposes.
- Sees that all notices are duly given in accordance with the provisions of the bylaws or required by law.
- Acts as the organization's Registered Agent (i.e., contact point for legal/state action).
- Trains whomever takes over the position after their term is complete.



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### Treasurer

- Manages finances of the organization.
- Assists the staff in financial planning and preparing the financial reports.
- Oversees fiscal matters of the organization, including filing the taxes.
- Coordinates development and presentation of the annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.
- Trains whomever takes over the position after their term is complete.