

## **DESCRIPTION AND RESPONSIBILITIES OF ELECTED BOARD MEMBERS**

### **PRESIDENT**

The President shall have the following duties:

ensure conformance of the Society's Mission, policies and procedures;

shall call, schedule, and preside at the Annual Membership Meeting, Monthly Membership Meetings, Monthly Board of Directors Meetings, and scheduled meetings of the Board of Trustees;

may call, schedule, and preside at Special Membership Meetings, Special Board of Directors Meetings, special meetings of the Board of Trustees, and committee meetings;

shall prepare and deliver at the Annual Membership Meeting a written statement of the operational and financial state of affairs of the Society;

shall prepare and deliver, in conjunction with the Board of Directors and Trustees, a proposed operating budget for the subsequent calendar year at least thirty (30) days prior to the Annual Membership Meeting;

supervise the performance of the Shelter Manager and conduct a formal annual performance review of the Shelter Manager, which shall be made available to the Board of Directors;

represent the Society in an official capacity at public events and functions, including contact from media representatives, and any other function requiring an official representative of the Society.

### **VICE PRESIDENT**

The Vice President shall assume the duties of the President in the event that the President is absent or unable to perform such duties;

assists the President in ensuring conformance of the Society's operations with the Society's mission, policies and procedures;

under the direction of the President, may serve in an official capacity with respect to events, functions, and the media;

under the general direction of the President and in conjunction with the Board, the Trustees, and the Shelter, establish and evaluate annual performance goals and objectives for the Society;

provide direction and support to the Director of Fundraising.

### **SECRETARY**

The Secretary shall have the following duties:

for all official Society meetings, shall prepare and distribute notices and agendas, record attendance and minutes, and file such documents in the records of the Society;

maintain the current membership list;

certify official Society documents; and,

maintain all official files of the Society.

### **TREASURER**

The Treasurer shall have the following duties:

shall receive, record, and appropriately deposit all revenues received by the Society;

prepare and deliver monthly, quarterly, and annual financial statements to the Members, Board, and Trustees;

maintain all necessary and reasonable financial records of the Society;

prepare, execute (in conjunction with the President), and record all expenditures of the Society.

**DIRECTOR OF FUNDRAISING**

The Director of Fundraising shall have the following duties:

- under the general direction of the Vice-President, lead, evaluate, and report on the Society's fundraising initiatives including, but not limited to, the Society's annual fundraising campaign;
- donations from individuals, corporations, and foundations;
- directed giving;
- bequests; and
- individual fundraising efforts;
- develop and maintain relationships with current and potential donors.

**DIRECTOR OF PUBLIC RELATIONS**

The Director of Public Relations shall have the following duties:

- under the general direction of the President, develop and direct the media presence of the Society including, but not limited to, an annual media plan;
- content development for print, broadcast, and online media;
- public communications including, but not limited to, Society newsletters and press releases;
- such other communications of the Society not specifically assigned to other members of the Board;
- the outreach programs of the Society;
- the Society's graphical presence.