

## JOB DESCRIPTIONS

### PRESIDENT:

The President shall have the following duties: ensure conformance of the Society's operations with the Society's mission, policies and procedures; shall call, schedule, and preside at the Annual Membership Meeting, Monthly Membership Meetings, Monthly Board Meetings, and scheduled meetings of the Trustees; may call, schedule, and preside at Special Membership Meetings, Special Board Meetings, special meetings of the 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; prepare and deliver, in conjunction with the Board and the 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; represent the Society in an official capacity at public events and functions, including contact with media representatives, and other functions requiring an official presence 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.

### 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 all official files 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.

Please contact Animal Welfare Society if interested in one of the above positions:

860-354-1350

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