



## **Board of Directors Member**

### **General Position Description**

Board members provide strategic direction and oversight to the organization and lead ElderPet in achieving its mission. Board members play an active role in coordinating and promoting the therapy animal program, provide guidance and assistance for the community service aspect of ElderPet, provide fiscal oversight, strategic planning, and participate grant writing and fundraising. In addition, they establish policies and procedures to ensure smooth operation of the organization, protection of its assets, fidelity to its mission and adherence to legal requirements and filings. The Board meets in person quarterly. A person must have volunteered in some capacity for ElderPet or been an ElderPet Pet Partners team for at least a year to be considered for the Board of Directors.

### **Key Responsibilities**

1. Attend board and committee meetings; review board materials prior to the meetings.
2. Be knowledgeable about the organization's mission, services and programs and serve as an ambassador to the larger community.
3. Participate in the approval of the annual budget, audits, and operational business decisions.
4. Make a significant personal or financial contribution to the organization and participate in philanthropic activities that support the organization if and as needed.
5. Participate in regular reviews evaluating outcomes against plans.
6. Utilize their particular skills and knowledge to better the organization.
7. Suggest possible nominees to serve on the board to ensure a diverse and engaged board.
8. Prepare for and actively participate in the regular strategic planning process.
9. Ensure that the organization is complying with both state and federal requirements.
10. Serve on committees as asked and/or appointed.