



## Paws & Claws Humane Society

### Board of Directors Performance Expectations

Each Board member of Paws and Claws Humane Society affirms the expectations outlined here and strives to perform accordingly.

We treat all Board members the same when it comes to these expectations. These expectations are clearly articulated during the recruitment process. We accept the candidate as a nominee or appointee only after s/he has agreed to fulfill these expectations. And, by accepting nomination or appointment, the individual confirms that this board service is one of his / her top volunteer and giving commitments.

Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the mission, vision and values of the Paws and Claws Humane Society.
2. Work with fellow Board members to fulfill the obligations of Board membership.
3. Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
  - a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
  - b. Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
  - c. Support Board decisions once these are made.
  - d. Participate in appraisal of your own performance and the performance of the Board and its committees.
  - e. Support the organization's policies and procedures for conducting business.
4. Attend a minimum of two thirds [2/3] of the Board meetings and Committee meetings [of your chosen committee]. Prepare for these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
5. Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.

## FUND DEVELOPMENT

6. Help support the charitable contributions operation of the organization. Specifically:
  - a. Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates
  - b. Give an annual financial contribution to the best of personal ability.  
Consider this organization one of your top 2 – 3 charitable commitments.
  - c. Participate in the fund development by taking on various tasks tailored to your comfort and skills. Including soliciting donors/sponsors in on-going fundraising efforts
  - d. Attend and support Special Events [i.e. Auction, Pet Walk etc.] sponsored by Paws and Claws.
7. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
8. Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
9. Inform the Board of Directors of the organization of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
10. Respect the authority of the shelter manager and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
11. Agree to step down from Board position if unable to fulfill these expectations. Each candidate is invited to join the Board in order to provide specific expertise to the governance process. The individual is informed of this need – and agrees **prior** to nomination or appointment.