



### **CVHS Board Member Job Description**

1. Determine, understand, and subscribe to the CVHS mission.
2. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
3. Participate in fundraising for the organization by giving or soliciting \$1,000 per calendar year.
4. Participate in fundraising events such as the Walk for Animals, Dog Day at the Pool, Fur Fest and the Holiday Party with the Animals.
5. Select, support, and evaluate the Executive Director. The board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the organization.
6. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
7. Ensure effective planning and assist in implementing and monitoring the plan's goals.
8. Build a competent board. Articulate prerequisites for candidates, orient new members and continually evaluate their own performance.
9. Be ambassadors to the community. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
10. Regularly attend and actively participate in board meetings and make a serious commitment to participate actively in committee work.
11. Get to know other board members and build a collegial working relationship that contributes to consensus.
12. Commit and respect the CVHS Board Ground Rules and help review and revise them as needed.