

Skagit Animals in Need (SAIN) General Board Member Job Description

General Job Description:

The role of a nonprofit Board of Directors is to establish the mission, goals and policies of the organization, and to provide the organization with governance, fiduciary and strategic oversight.

SAIN's board is a working board which means that we do not have an executive director or paid staff to do the day to day business of the organization. This puts additional responsibilities on board members and requires consideration when determining which role (governance or day to day operations) each decision or action is being decided or acted upon.

General Board Member Duties and Responsibilities

- Meetings: Preparing for and attending board, committee and special meetings as necessary.
- Communication: Communicating effectively and in a timely manner via email, text, and phone.
- Legal and fiduciary: Reading and interpreting financial statements, approving budgets, researching and approving major organizational decisions including programs and related expenditures, communicating plans and progress to stakeholders.
- Advancing the mission: Guiding and directing the mission and making sure the organization has the resources to advance the mission.
- Governance: Having insight regarding industry trends, communicating those trends, overseeing the day to day operations, and having foresight in planning programs and operations.
- Advocacy: Spreading the word about the organization's mission.
- Fundraising: Willing to use personal or professional networks to grow the non-profit financially, telling stories that led to the success of the organization and making personal financial contribution which encourages other stakeholders to give to the organization. Actively participating in fundraising and educational events.
- Board development: Becoming familiar with Robert's Rules of Order, recruiting to ensure board seats remain full to provide continuity for the organization.
- Committees: Participating on at least one committee. Committees give full recommendations and results to the governing board and answer questions about their findings.
- Documentation: Overseeing documentation, including minutes, to ensure accuracy which may protect the organization from potential legal issues.
- Completes assignments as agreed upon and in a timely fashion.
- Board Guiding Principles:
 - **Duty of Care:** Board members will take reasonable care (that of an ordinarily prudent person) when making a decision as a steward of the organization.
 - **Duty of Loyalty:** Board members will give undivided attention to the organization when making decisions affecting the organization. The board members will work in the best interests of the organization and not for personal gain.
 - **Duty of Obedience:** Board members will be faithful to the organization's mission and governing documents, stewarding funds in a way that honors the public's trust in that organization.

Position Requirements

- Customer Service Skills
- Communication skills
- Microsoft Office (Word and Excel) experience
- Attention to detail
- The ability to work with different and distinct personalities
- Organizational skills
- Demonstrated passion for SAIN's mission
- Previous non-profit Board experience a plus