

DOGPAW
Board Member –Director, Business Sponsor Coordinator
Job Description

Role Summary:

Be the single-point contact for business sponsors, work with graphic artists for banners and other public displays, maintain those items, and keep detailed records. **Dedicate at least 10 hours per week to DOGPAW role.**

Specific duties of the Director, Business Sponsor Coordinator:

- Single-point contact with businesses
 - Upon receiving contact information for an interested business sponsor, determine level of sponsorship, explain benefits, obtain signed contract.
 - Obtain business's preferred information, including logo and "blurbs" for banners, website, or other public display.
 - Obtain and/or confirm payment method and continue to monitor payments if done on a monthly basis.
 - Follow up with business as needed throughout the subscription time, including renewal.
- Banners, bulletin board postings, web
 - Work with graphic artist to create the banners, if needed.
 - Post and maintain banners; remove banners when subscription ends.
- Recordkeeping
 - Maintain database/spreadsheet of all sponsors, including contact information, signed contracts, dates of subscription, and payments.
 - Obtain Board approval for any special consideration given to a sponsor and maintain detailed documentation.
- Volunteers
 - Supervise volunteers who assist with the various duties of this position.

General Board of Director Expectations:

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, including fundraising efforts
- Participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings.
- Represent all those whom this organization serves and not a particular park, geographic area or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing and always operating in the best interest of the community.

General Board of Director Rules:

- There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.