

DOGPAW
Board Member–President of the Board of Directors
Job Description

Role Summary:

Works with Board of Directors to ensure that the organization’s mission is fulfilled. **Dedicate at least 10-15 hours per week to your DOGPAW role.**

Specific tasks of the President:

- Leads the Board in strategic planning and direction to achieve the organization’s mission.
- Works with Board Secretary to develop meeting agendas; chairs the Board meetings.
- Monitors execution of plan for all other functions of the organization at a high level. Steps in as needed if there is a failure to execute.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports. Participates in compliance reporting and tax filings.
- Takes a leading role in public meetings, represents the organization to donors, the press, and government partners.
- Coordinates all external communications with the Director of Communications.
- Handles/delegates safety issues and incidents; interface with law enforcement, animal control, and Director of Park Operations to alleviate or reduce safety issues.
- Evaluates annually the performance of the organization in achieving its mission. Works with Director of Communications and Treasurer to draft annual report.

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 your skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW’s volunteer engagement programs and activities, include 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 whom this organization serves, 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, 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.