

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

Role Summary:

Works with President and Board of Directors to ensure that the organization's mission is fulfilled.

Dedicate at least 10 hours per week to your DOGPAW role.

Specific tasks of the Vice President:

- Assists as needed with all of the President's duties, including, but not limited to:
 - Strategic planning.
 - Chairs Board meetings.
 - Monitors financial planning and reports; assists with compliance reporting and filings.
 - Handles or delegates safety issues and incidents.
- Fills in and assumes all roles and responsibilities in the President's absence.
- Handles, from concept to completion, special projects assigned by the President and/or Board

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.