

# MONROE COUNTY HUMANE ASSOCIATION

## Board of Directors Roles & Responsibilities

*As a member of the Board of Directors, I agree to abide to the following roles and responsibilities:*

### **Duty of Care:**

- Educate myself and uphold the:
  - Organization history, bylaws, goals and needs;
  - Organizational staffing and structure, programs, services and impact it makes to the community;
  - Commitment to fellow board members, donors and all constituencies
- Recruit and support the Executive Director and actively participate in his/her performance reviews
- Determine, periodically review, support, and promote the MCHA's mission and purpose
- Allow and participate in forward-thinking conversation on the organization's mission, programs, and strategic direction
- Actively participate in long-term organizational planning
- Commit to approaching and encouraging an environment of constructive debate and open-mindedness
- Assist in review of, be familiar with, and approve the annual budget and IRS Form 990 prior to filing
- Actively lead or serve on at least one board designated committee
- Attend, prepare for, and actively participate in board and committee meetings

### **Duty of Loyalty:**

- Complete the Annual Declaration of Conflict
- Strive to avoid any possible conflicts of interest, and to the extent possible, the appearance of conflicts of interest in matters related to the organization
- Balance competing priorities, always allowing the priorities of the Board to over-ride the priorities that might exist in any other role you might elect to play within the organization
- Abstain on voting on activities that could pose a potential conflict of interest
- Act in conformity with Board decisions once they are made or resign if I cannot, reserving my right to act according to the dictates of my conscience
- Accept that whenever I express myself, others may believe I am speaking for the Board, or for the MCHA, and am careful to differentiate personal expressions from the official positions

### **Duty of Obligation:**

- Ensure legal and ethical integrity and maintain accountability
- Ensure the programs and activities of the organization conform to the purpose set forth by the organization's mission and those set forth by the articles of incorporation
- Act in accordance with and uphold the MCHA bylaws
- Ensure resources are used in pursuit of the mission, maintains public trust, and fulfills donor intent

### **Fulfill Ambassador and Supportive Responsibilities:**

- Make an annual gift of \$350.00
- Attend special events and fundraisers to enhance the organization's public face
- Assist in fundraising endeavors
- Represent the organization fairly and professionally in the community
- Be an enthusiastic and knowledgeable voice for the MCHA

*I understand and will strive to carry out the roles and responsibilities as outlined above.*

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Print Name

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Signature

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Date