

## **Board member (Director) Job Description**

**May 2018**

### **Authority**

The Board of Directors is the legal entity & leadership team for Sprite's Humane Education and Research Organization, Inc. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Our Guiding Beliefs**

- Animals and humans can make a change together;
- The human/animal bond has a power that is transformative;
- People benefit from having positive interactions with animals;
- Research makes programs more effective;
- In building connections and the power of individuals to contribute to our community; and
- In motivating and empowering children.

### **Term Limits**

- Each board member shall be elected by the full board at an annual meeting to serve a two (2) year term. If duly elected, a board member may serve two consecutive two (2) year terms.

### **Individual Board Member Responsibilities**

- Attend all Board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to Board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization. We expect that Sprite's HERO will be one of your top three philanthropic contributions.
- Be an ambassador - inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the Board and the organization.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Govern the organization by the broad policies developed by the Board.
- Establish overall long and short term goals, objectives and priorities for the organization in meeting the needs of the community.
- Monitor and evaluate the effectiveness of the organization through a regular review of programs and services.
- Hire and evaluate the Executive Director.