



# Angel's Wish

## Board Member Job Description

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Angel's Wish board members provide leadership and strategic direction to an all-volunteer, nonprofit organization dedicated to reducing animal overpopulation, rehoming companion animals, and raising awareness of animal welfare issues in South Central Wisconsin. The board is the legal and fiduciary authority for the organization, comprised of a cross section of people dedicated to the mission of Angel's Wish. Angel's Wish has a "working board" that is deeply committed to the work of the organization and provides active leadership for committees, day-to-day oversight, and direct volunteer hours.

### **General Information:**

- Members are elected to three year terms
- Time commitment varies, but is generally between 10 and 20 hours per month including:
  - Attendance at monthly board meetings (the first Monday of the month at 6:30pm)
  - Serve as board liaison to at least one committee
  - Attendance at various special events
  - Direct volunteer hours
  - Participation in our annual strategic planning retreat
  - Other work as described below

### **Essential Functions and Responsibilities:**

- Establish long-term and short-term goals, objectives and priorities for the organization
- Ensure the financial stability of the organization through a combination of:
  - Making a personal annual financial contribution that is meaningful
  - Securing sponsorships, annual auction items, in-kind donations, and/or monetary donations from local individuals and businesses
  - Reviewing and monitoring the annual budget and financial statements
- Serve as an ambassador for Angel's Wish and our mission within the community
- Make decisions in the best interest of the organization and no other party, including yourself, and follow conflict of interest and confidentiality policies at all times
- Keep up-to-date on developments in the field of animal welfare, as well as the relevant fields for your committee(s)
- Participate in continuous learning opportunities in the field of animal welfare, nonprofit leadership and governance, and relevant topics to the organization
- Review agenda, minutes, and supporting materials prior to board meetings

### **Qualifications:**

- Prior experience of serving on a non-profit board is desired, but not required
- Committed to the mission of Angel's Wish
- Special skills or experience that will enhance the operations of the organization and fill the current needs of the organization
- Strong communication, problem-solving, and decision-making skills
- Ability to work both independently and cooperatively in a group setting