Thank you for considering the Green County Humane Society Board of Directors! Our board has a great deal of responsibility in managing the immediate needs and ensuring the long-term success of our shelter.

We ask anyone considering a board position to carefully consider their decision. It is a big commitment that requires a lot for time and energy. Please review the following pages of what being a board member entails. If you have specific questions, about the board experience, please feel free to contact any one of our board members! A full list can be found on our website, www.greencountyhumane.org.

If you decide that the board is for you, please fill out the forms in this packet and return to:

Green County Humane Society
ATTN: Nominating Committee Chair
N3156 Highway 81
Monroe, WI 53566

A special note about the candidate skills assessment below: A strong board should be well-rounded. So, we make every effort to have any areas of expertise represented: management, finance, animal care, marketing, etc. To help us ensure our board is well-rounded, we ask that you complete the questionnaire regarding your background in a number of areas of vital importance. It is not necessary to write a description should you have no experience in an area. There are no right or wrong answers on this form. Your answers only help us identify how your expertise fits with other members of the board, or if you have an area of expertise currently lacking on the board.

Should you decide that a board position might not be the best fit for you at this time or you would like to gain experience before committing to a board position, please consider being on one of our committees.
The Role of the GCHS Board

Basic responsibilities of the Board include:

- Ensuring the mission of the organization is achieved
- Selecting and supporting the Executive director and assessing his/her performance.
- Ensuring strategic planning
- Ensuring long-term financial viability
- Exercising fiduciary responsibility and oversight
- Ensuring adequate resources and assisting in fundraising
- Enhancing the public image of GCHS
- Ensuring legal and ethical integrity and maintain accountability
- Recruit and orient new board members and assess board performance
- Determine, monitor and strengthen GCHS programs and services

What is NOT Included?

- Giving formal or informal assessments of individual staff performance. That is the Executive Director’s job.
- Giving instruction or direction to staff in how to carry out operations. That, too, is the Executive Directors job.
- “Saving” staff in times of crisis. Our eyes are on the horizon. Emergency management is the job of the Executive Director, within the boundaries established through official policy.
- Running operational programs or committees. You cannot simultaneously “govern” and “manage” without confusing everyone involved and violating the integrity of the system established to honestly assess Executive Director Performance.
- Undermining the Board by voicing dissention outside of the Board meeting. We sometimes disagree, but we never threaten the organization by subjecting it to the upheaval of inappropriate dissension. We speak with one voice, or not at all, and we maintain discipline and decorum rightfully due the position.
Expectation of a Board Member

• “Commitment to the Membership and to the specific mission area.” We act as the agents of the membership, and as such we must be committed to that trust. This is even more important than a commitment to the mission, because “Mission” is an outcome of the board’s work on behalf of the Membership. At times, the process of how we do our work as a Board is as important as the Work GCHS does to save animals because our work enables the organization to carry out that work with integrity.

• “Propensity to think in terms of systems and context.” As a member of the Board, your ability to think of the whole of our work rather than its parts is critical to our ability to create an overarching framework of policies and accountability. Focusing on pieces rather than how the pieces fit together into a powerful organizational purpose is a distraction the Board can ill afford, and should remain in the capable hands of volunteers and professional staff.

• “Ability and eagerness to deal with values, vision, and the long term.” Our work is about translating values into policies. The staff’s work is about turning policies into action. The Board is the only collection of people who are equipped and tasked carry this out. We are the steward of the organization’s vision.

• “Ability to participate assertively in deliberation.” Failure to voice one’s views, as they represent one’s interpretation of the organization’s values, is a failure to do one’s duty as a Board member. Active participation in the Board’s work is a requirement.

• “Willingness to delegate, to allow others to make decisions.” Individual Board members must be willing to share power with others on the board, subordinating individual interests to the will of the group. Individual also must be willing to delegate to staff, allowing for the exercise of the Boards authority unencumbered by operational minutiae and encouraging staff’s professions growth unhindered by obtrusive Board meddling.
The Process of Becoming a GCHS Board Member

There are two ways an individual can be nominated to the Board of Directors of the Green County Humane Society. Only individuals nominated by one of the following two methods can be elected to the Board of Directors:

1. The Nominating Committee, comprised of three Directors, can nominate candidates. The committee shall make nominations to the Board and notify the Secretary of these nominees at least 60 days prior to the Annual Meeting. The Secretary shall post the nominees’ names at the shelter at least 30 days before the Annual Meeting.

2. Nominations can also be made by filing with the Secretary in writing at least 45 days before the Annual Meeting. Each nominee shall provide signatures from at least 20 GCHS members. Each signature shall include the signer’s address, as well as the signature of a witness.

The Secretary shall post all nominations at the shelter and mail the names to each GCHS member at least 15 days before the Annual Meeting.

Board members are elected by a plurality of votes at the Annual Meeting, held the first Thursday in May.

In addition to nominating candidates for election at the Annual Meeting, the Nominating Committee makes recommendations to the Board of Directors for filling vacancies on the Board or in the offices of President, Vice President, Secretary and Treasurer. The committee shall present these recommendations for filling vacancies at least 10 days before any Board meeting.

A Director’s term is three years. The terms of board members are staggered.
Board of Director Information Sheet

Name: ___________________________________________   DOB: ____________________________

Address:
______________________________________________
______________________________________________
______________________________________________

Telephone Number(s):
__________________________________________ (cell)
__________________________________________ (home)

E-mail Address(es):

An e-mail address for each board member is listed on our website for public contact. On the first line, please list the e-mail address you do not mind sharing with the public. If you have a secondary e-mail address that you would not like made public, but would like to receive board communication at, please list on the second line.

______________________________________________
______________________________________________
Board Candidate Agreement:

I, ___________________________, understand that if elected as a member of the Green County Humane Society Board of Directors, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. Specifically I will:

1. Interpret the organization’s work and values to the community, actively reflecting these values in my personal and professional life. This might include speaking on behalf of the Board or the Society if specifically requested to do so by the President or Executive Director.
2. Attend all board meetings, as well as participate in special projects, assignments and retreats as requested by the Board President, to the best of my abilities. If at any point my attendance hinders the Board’s progress, I will expect the Board President to take appropriate action.
3. Arrive at meetings well-versed in the issues under consideration and prepared to make decision in a way that enhances the ability of the Board to execute its work.
4. Work in a professional, courteous and respectful manner to support a culture of appreciation. This includes being candid in discussions, but always recognizing and supporting the decisions of the Board and Organization regardless of my own vote on any such decision.
5. Ensure that adequate board representation occurs for major fundraising and/or special events and activities by actively participating in or attending these events if requested to do so.
6. Maintain a membership of the Green County Humane Society as well as making a personal financial contribution at a level that is meaningful to me.
7. Assist the organization in seeking any and all contribution, both monetary and otherwise, that I am able.
8. Act in the best interests of the organization, and excuse myself from discussions and votes where a conflict of interest exists.
9. Stay informed regarding GCHS operations, animal welfare issues, and other issues relating to Humane Societies.
10. Honestly assess my performance as a Board Member on an annual basis.
11. Understand that if I do not fulfill these commitments to the organization, I will expect the Board president to discuss my responsibilities with me and take appropriate action.
GCHS Assistance to Board Members:

The organization will assist board members in fulfilling their responsibilities in the following ways:

1. I will be sent, without request, at least monthly financial reports and an update of organizational activities that allow me to fulfill my Board responsibilities.

2. Straightforward discussion of the organization’s programs, goals, activities and status will occur as appropriate with the Executive Director on a regular basis. I may request agenda items to the Board President to address specifics of these issues if needed.

3. If the organization does not fulfill its commitments to me, I can call on the Board President to discuss these issues and take appropriate actions.

Signed:

_________________________________________   Date___________________________
GCHS Board Candidate Skill Assessment

Thank you for considering becoming a board member of the Green County Humane Society. To help us create and maintain a board that is experienced, well-rounded and diversified, we ask that you fill out this form.

Please complete the following rating yourself on a scale of 0 to 5 (a zero indicating no background or experience and five having an expert level of knowledge) and describing your background.

- Community Leadership and Involvement – Connections to other in Green County, ability to open community doors and raise community awareness. Please describe your connections and community involvement.
- Resource Development – Ability to build relationships that potentially could lead to significant or continuing financial support. Please describe your experience.
- Planned Giving – Experience or knowledge in developing structured gifts, planned giving or estate planning. Please describe your experience.
- Financial/Accounting – Professionally trained or experience in this professional area. Includes ability to understand financial statements and financial planning. Please describe training, credentials and actual experience.
- Marketing/PR – professionally trained or has credentials or skill development in this professional area. Please describe training credentials and actual experience.
- Business management – Experience running a business or managing a large budget area/department within a company. Professional training or experience in hiring and developing staff. Indicate size of budget and number of staff in business area and describe general experience.
- Governance – Professionally trained or has credentials or skill development in this professional area (outside work with GCHS). Please describe training, credentials and actual experience.
- Strategic Planning/Team Building/Organizational development – Professionally trained or has credentials or skill development in this professional area (outside work with GCHS). Please describe training, credentials and actual experience.
• Legal – Professionally trained or has credentials or skill development in this professional area (outside work with GCHS). *Please describe training, credentials and actual experience.*

• Lobbying or Advocacy for Political Issues – Professionally trained or has credentials or skill development in this professional area (outside of work with GCHS). *Please describe training, credentials and actual experience.*

• Animal Welfare – Knowledgeable regarding the various issues in animal welfare, especially those most directly related to animal sheltering (outside of work with GCHS). *Please describe background, actual experience and organizational memberships.*

Please feel free to include any other experience or education you might have that you would like to highlight.