



MRFRS Board Member Job Description

MRFRS Mission: Improve the lives of all cats and provide support and education for the people who care about them.

Expectations of all board members: In addition to being passionate about the organization's mission and believing in its work, a non-profit board member has core responsibilities in each of the following areas listed below.

Fulfill their Fiduciary Responsibility

Fiduciary responsibility means that each non-profit board member must help ensure the long term financial stability and fiscal responsibility of the organization. These duties include:

- Review and approve an annual operating budget and monitor results during the fiscal year to ensure MRFRS' financial resources are being spent in the pursuit of its mission and a sustainable organization
- Review and approve contracts entered into by the organization
- Review and approve MRFRS' investment policy
- Help ensure that the organization has strong financial practices and controls in place

Financially Support the Organization

- Include MRFRS as one of their top three philanthropic priorities
- Make a personal annual cash donation at a level that is meaningful to you. The minimum level is \$1,000 which can be made in monthly installments.
- In addition to the board member's personal donation, it is expected that each board member will raise another \$2500. This obligation can be met in a variety of ways including selling tickets for events, obtaining sponsorships, grants or other cash donations from businesses or social connections, hosting a personal event or online challenge to raise funds for MRFRS, raising donations for Strut for Strays, or donating auction items for one of MRFRS' auctions. If the board member prefers, they can personally donate all or a portion of the \$2500 obligation.

Legal and Ethical Oversight

A critical role of Board members is taking responsibility to ensure MRFRS follows the legal and ethical standards for business in general as well as those standards unique to nonprofit organizations. Strong integrity and sound business practices enhance the public image of MRFRS and help to further its cause.

- Understand the legal, and ethical responsibilities the Board carries and actively review performance of the organization, raise questions and suggest solutions to ensure MRFRS is financially sound and provides meaningful services to the community.
- Be conversant with the bylaws and articles of incorporation and keep their individual Board "files" up-to-date by adding new material as they receive it.

- Read and be conversant with the contents of the Massachusetts Attorney General’s Guide for Board Members of Charitable Organizations

Serve as an Ambassador

- Be aware of and share community activities and legal/political developments that may impact MRFRS and/or its programs and bring them to the attention of the Board.
- Represent MRFRS to individuals, the public and other organizations in a positive light;
- Be able to promote MRFRS’ mission and importance during casual conversation, networking events and wherever possible.
- Attend events and support fundraising activities, such as Strut for Strays, Fur Ball, Whisker Wonderland and the Leadership Donor Appreciation Night and engage with donors and other supporters at these events.
- Promote events and activities to your social network and personal connections.
- Engage in donor, potential staff and potential board member cultivation

Engage in Strategic Planning

- Create and periodically update a strategic plan to guide MRFRS in the achievement of its mission. Note: The implementation plan is created by staff and is reviewed and approved by the members of the Board
- .Stay informed about animal welfare issues locally and nationally; and
- Approve the programs to be offered through MRFRS and monitor program goals and performance as well as program expenses and the budget to ensure alignment with the organization’s mission.. Note: MRFRS’ staff carry out daily operations and programs.

Hire and Support Organization’s Executive Leadership

- Select an appropriate person to fill each executive leadership position;
- Establish goals and supports the individual in the achievement of the goals and assesses completion of those goals;
- Periodically evaluates the performance with a formal evaluation occurring at least annually.
- Collaborate with staff leadership to secure the resources needed to meet the needs of those MRFRS service in accordance with the board’s fiduciary responsibilities and its mission, and
- Terminates and replaces leadership staff when necessary.

Ensure Long Term Board Strength

- Help build a future board member “pipeline” and keep board succession planning top of mind
- Identify and recruit board or board committee members based on the needs of the organization
- Serve on a board committee