

## FieldHaven Feline Center Board of Directors Candidate Information



Thank you for your interest in helping animals through serving on the board of directors for FieldHaven Feline Center.

The FieldHaven Feline Center Nominating Committee is conducting a search for individuals to serve on the board of directors. The information below explains the goals and process for this search and the appointment of new board members.

If you have any questions, please reach out to Diane Blankenburg by emailing [info@humanenetwork.org](mailto:info@humanenetwork.org).

### About FieldHaven Feline Center

Using a multi-faceted approach to helping cats and people in need, FieldHaven Feline Center saves and enhances the lives of 1,000s of cats each year. From tiny kittens to ferals to end-of-life care, we have programs to offer solutions to many of the challenges facing cats in our society. There are three primary locations for operations.

- The main location in rural Lincoln is a center of medical services, a feral/TNR facility and housing for cats being cared for.
- FieldHaven Marketplace, in downtown Lincoln has an adoption center in Champy's Catfé (currently closed due to COVID) as well as our enormous thrift store full of treasures for purchase to support our efforts.
- Hathaway Cat Resource Center in Marysville is the center of a city-wide project in the county seat of Yuba County. In partnership with Marysville Police Department and Animal Care Services, FieldHaven has TNR'd over 1,000 cats since 2018.

In the 18+ years since FieldHaven's inception we have had a powerful effect on our communities' cats and residents. That effect encompasses every aspect of cats in our lives—from rescuing a litter of tiny kittens whose mother is lost to helping a senior citizen navigating a transition to assisted living who wants to keep their beloved kitty with them, FieldHaven is there for cats and their people throughout their lives.

We are innovative, tenacious, compassionate and will stop at nothing to help cats. Learn more about how we support our community at [www.fieldhaven.com](http://www.fieldhaven.com). **Our motto is: A solution for every cat!**

### About the Board of Directors

The board of directors is tasked with moving FieldHaven strategically and successfully forward in the face of the COVID-19 pandemic and the resulting challenges.

Serving on the FieldHaven Feline Center Board of Directors is only one of several meaningful ways to get involved with the organization and support animals. In addition to a commitment to helping animals, board members are expected to participate in ensuring that adequate financial resources are available for the organization to do its work and that it becomes financially sustainable. This includes making personal contributions as well as helping with fundraising in a meaningful way.

### Recruitment and Selection Process

The board recruitment and selection process is a planned effort with specific steps designed to help ensure the organization attracts and maintains a high level of volunteer leadership.

The board member recruitment and selection process is as follows:

- The nominating committee has defined the needs and selection criteria for board members – laid out in this document.
- The committee will promote the opportunity broadly to the public as well as recruitment through other contacts in the community.
- Candidates will submit responses to questions in the board application by [info@humanenetwork.org](mailto:info@humanenetwork.org) with *FieldHaven Board Application* in the subject line.
- Applicants will receive a prompt email response when applications are received followed by an update on their application's status within four weeks.
- The nominating committee will review each application to see if the candidate's skills match the pre-determined criteria and the organization's need for varied skills and experiences on the board.
- Applicants who are identified as candidates will be asked to participate in a phone interview.
- Top candidates selected through the phone interviews may be asked to meet in person with the committee members.
- Selected board members will be required to sign the FieldHaven Feline Center board contract and conflict of interest policy.
- Applicants who are not selected for board service may be asked to assist FieldHaven Feline Center in other ways.

### **Criteria for Selection FieldHaven Feline Center Board Members**

While the following criteria are not the only factors that will be considered in the selection of board members, they are some of the most significant ones. While every candidate is not expected to possess all of these skills, the goal is to create a team of board members that together possess the skills necessary to successfully lead FieldHaven Feline Center.

- Ability to make the commitment of time, both in terms of duration and frequency.
- Professional skills or experiences related to needed functions, including but not limited to marketing/communications, finance/accounting, legal expertise, HR, management of people, facilities management, and other business and professional skills.
- Business and personal contacts/connections that will be valuable to FieldHaven Feline Center.
- Strong interpersonal skills.
- Ability to work well and cooperatively with others, while also being willing to speak up about issues or concerns.
- Diversity of experience and background.
- Past board experience.
- Fundraising experience and successes.

Compassion for animals and commitment to the cause.

### **Primary Functions of the Board of Directors**

The primary functions of nonprofit boards are:

- Establishing the direction of the organization and setting high-level policy.
- Ensuring the legal, ethical, and financial wellbeing of the organization, including protecting assets and providing fiscal oversight.

- Evaluating the executive director's performance, supporting the executive director, and hiring a new executive director when needed.
- Monitoring standards of operation and the strength and effectiveness of programs and results.
- Functioning as an ambassador for the organization in the community, assisting with raising funds, and enhancing the organization's public standing.
- Building a competent board of directors.

### **Board Expectations**

Board members of FieldHaven Feline Center are expected to:

- Commit to serving a two-year term. (There is the potential to be re-elected to additional terms of office)
- Attend at least 75% of board meetings, meetings of committees on which they serve, and special FieldHaven Feline Center events. The FieldHaven Feline Center board of directors will typically meet monthly. In the event of an emergency, board members may be asked to meet more frequently. Additionally, board committees often meet monthly. Attendance via conference call may be acceptable for some meetings.
- Interpret the organization's work and values to the community, represent the organization, and act as a spokesperson when called upon.
- Make a personal financial contribution at a level that is meaningful to them, with a minimum annual commitment of \$600. This could be accomplished in monthly installments.
- Actively participate in one or more fundraising activities and agree to help raise at least \$5,000 annually.
- Sign a board member contract and conflict of interest policy and abide by these agreements.
- Stay actively engaged and informed about what's going on in the organization; ask questions, participate in discussions, request information, and take responsibility for making decisions on issues, policies, and other board matters.
- Work in good faith with staff and other board members as partners towards achievement of FieldHaven Feline Center goals.
- Serve on a voluntary basis. Board members will not be compensated for service, transportation, or other costs associated with serving on the board.

**If you are interested in serving on the board**, please complete the FieldHaven Feline Center Board of Directors Application and email it to [info@humanenetwork.org](mailto:info@humanenetwork.org).

**Other volunteer leadership opportunities:** If the board commitment is greater than you are looking for right now, there are other opportunities for volunteer leadership within the organization. We would be happy to plan a call with you to discuss this further in the near future. To request this call, please email [angie@fieldhaven.com](mailto:angie@fieldhaven.com).