

## **PALnv Board of Directors Candidate Information**



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

The PALnv 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.

Humane Network is assisting PALnv with this recruitment effort. If you have any questions, please reach out to Diane Blankenburg by emailing [info@humanenetwork.org](mailto:info@humanenetwork.org).

### **About PALnv**

The organization's mission is to build communities that improve animal life by reducing the cat overpopulation problem in our community through spay/neuter and related programs, ensuring that the welfare of cats continually improves, providing resources to assist animal rescues to continue their work in saving lives, promoting cat care and responsibility to our community, and building a safe haven for cats.

### **About the Board of Directors**

The board of directors is tasked with:

- Participating in a strategic planning process and overseeing the implementation of that plan. It is essential that the plan include strategies to ensure the financial wellbeing of the organization into the future, as well as the implementation of best practices in all aspects of the work and management of the organization.
- Maintaining a committed and skilled board of directors and a dedicated and determined CEO who work together to identify and meet emerging community needs.

Serving on the PALnv 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 *PALnv 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 PALnv board contract and conflict of interest policy.
- Applicants who are not selected for board service may be asked to assist PALnv in other ways.

### **Criteria for Selection PALnv 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 PALnv.

- 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 PALnv.
- 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 PALnv are expected to:

- Commit to serving a two-year term.
- Attend at least 75% of board meetings, meetings of committees on which they serve, and special PALnv events. The PALnv 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 \$1,200. 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 PALnv 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 PALnv 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 Kathi Schlintz at [kschlintz@palnv.org](mailto:kschlintz@palnv.org).