

Homeward Bound Cat Adoptions Board of Directors Candidate Information



Deadline to apply: September 18, 2020

Thank you for your interest in helping animals through serving on the board of directors for Homeward Bound Cat Adoptions.

The Homeward Bound Cat Adoptions 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 Mark Brandenburg at markb747@yahoo.com.

About Homeward Bound Cat Adoptions

Founded in 2007, Homeward Bound Cat Adoptions (Homeward Bound) provides an essential safety net to vulnerable cats in the greater Las Vegas area. We work with families who need to rehome their cats, and Trap-Neuter-Return (TNR) groups who find kittens and friendly adults that might otherwise have been returned to the streets. We provide a recourse for cats who have been abandoned or taken to shelters as strays and interface with shelters as needed.

For nearly 12 years, Homeward Bound has been a small, foster-based organization, relying almost entirely on volunteers. Last year, we moved into a 2,400 square foot adoption center allowing us to care for more cats and increase the number of adoptions. We designed a modern, free-roaming adoption center where both cats and people can relax in a home-like environment that is more comfortable than a typical shelter and provides a greater opportunity to match the right cat with the right family. We invite the public to pet, play and adopt. Importantly, we offer lifetime support through a Cat Help Desk, a resource center for adopters and anyone seeking help to make the right decisions on behalf of cats.

As Homeward Bound nears the end of the start-up phase of this new enterprise, we have ramped up marketing and development, improved the adoption process, and streamlined intake and medical protocols. Despite the challenges of COVID-19, adoptions are strong, foster applications are up and social media engagement has increased. We have just completed a highly successful executive search for an Associate Director to work with founder and Executive Director, Carol Fox. Our next critical step is to expand and diversify expertise on the board, which currently consists of the founding directors.

About the Board of Directors

The board of directors is tasked with providing strategic direction, increasing community outreach and donor support, contributing to and executing a new development plan to ensure the long-term financial wellbeing and sustainability of the organization, and providing guidance for implementation of best practices in all aspects of the work and management of the organization. The current board consists of the three founding directors. This is a voluntary position without compensation and the term length is two years, with the possibility of serving additional terms.

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 emailing markb747@yahoo.com, with *Homeward Bound 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 Homeward Bound board contract and conflict of interest policy.
- Applicants who are not selected for board service may be asked to assist Homeward Bound in other ways.

Criteria for Selection of Homeward Bound Board Members

The following are some of the key criteria that will be considered in the selection of board members. 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 Homeward Bound.

- Compassion for animals and commitment to the cause.
- 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 Homeward Bound.
- 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.

Primary Functions of the Board of Directors

The primary functions of nonprofit boards are:

- Establishing the direction of the organization and setting objectives and policies to carry out the mission.
- 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, enhancing the organization's public standing, and providing leadership and innovation in animal welfare.
- Building a competent board of directors.

Board Expectations

Board members of Homeward Bound 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 Homeward Bound events. The 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. Remote attendance may be acceptable for some meetings, particularly during COVID-19.
- 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 \$350. This could be accomplished in monthly installments.
- Actively participate in one or more fundraising activities and agree to help raise at least \$1,000 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 Homeward Bound 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 Homeward Bound Board of Directors Application and email it to markb747@yahoo.com.

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 markb747@yahoo.com.