

**SENIOR DOG RESCUE  
OF OREGON**



**Job Descriptions for Board Members and Board Officers**

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## **Board Member**

### **Function**

Responsible for ensuring that Senior Dog Rescue of Oregon (SDRO) fulfills its mission by planning for the future, monitoring operations, and evaluating the organization's performance a board member must fulfill the fiduciary responsibilities of the board of directors, making decisions that protect the public interest.

### **Key Responsibilities**

Advance the mission of SDRO

- Actively promote the mission of SDRO, contributing ideas and expertise.
- Keep up-to-date on developments in the organization's field.
- Be informed about the organization's mission, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image. · Ensure effective organizational planning.
- Determine and monitor the organization's programs and services.
- Participate in the development of plans to accomplish the mission, oversee their implementation and evaluate their success.

### **Actively participate in all board activities.**

- Attend board meetings.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on a committee and periodically take on special assignments.
- Suggest nominees to the board who can make significant contributions to the work of the board and to the organization.
- Assess the board's performance.
- Ensure adequate resources.
- Manage resources effectively.
- Carry out the fiduciary responsibilities of the board.

# President

## Function

Assure that the Board fulfills its responsibilities to the organization.

## Key Responsibilities

- Attend board meetings.
- Serve on the executive committee.
- Chair meetings of the board and executive committee.
- Call special meetings if necessary.
- Serve as ex-officio member of all committees.
- Work in partnership with the other board members, members, and volunteers to achieve the mission of the organization and make sure board resolutions are carried out.
- Communicate any concerns members or volunteers have regarding the role of the Board or individual board members.
- Appoint all committee chairs and recommends who will serve on committees.
- Prepares the agenda for board meetings.
- Sends out meeting announcements.
- Work with the other board members, members, and volunteers to recruit board members and other needed volunteers.
- Conduct new board member orientations.
- Periodically consult with board members on their roles helping them assess their performance.

## Qualifications

### Experience & Background

- Prior experience with non-profit preferred (or similar experience).
- Basic understanding of fundamental structure of a 501c3 non-profit organization.
- Strong leadership background.

### Time commitment

- Ability to dedicate 5-10 hours a week.
- Ability to attend and lead meetings.
- Ability to adhere to deadlines.

President cont...

**Leadership skills**

- Strong leadership background
- Conflict resolution skills
- Dedication to transparency
- Strong Team Player
- Ability to provide to constructive feedback
- Creative problem solving skills
- Strong written and verbal communications skills, including online communication
- Ability to work cross-organizationally
- Dependability
- Efficiency
- Diplomacy (tactfulness) skills
- Self-Motivation

## Vice-President

### Function

Stand in for the president if s/he is unavailable.

### Key Responsibilities

- Attend board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the President.
- Understand the responsibilities of the President and be able to perform these duties in his/her absence.
- Represent board in the community, especially at events at which the President cannot attend.
- Work with the President to assist in developing the agendas for board meetings.
- Advise the president on appointing volunteers to key leadership positions, including positions as chair of board committees and ad hoc committees.
- Participate as a vital part of the board leadership.

### Qualifications

#### Experience & Background

- Prior experience with non-profits (preferred) or running a business or serving on a board
- Strong leadership background

#### Time commitment

- Ability to dedicate – 5 hours a week
- Ability to attend and lead meetings
- Ability to adhere to deadlines

#### Leadership skills

- Dedication to transparency
- Strong team player and creative problem solving skills
- Strong written and verbal communications skills, including online communication
- Ability to conduct meetings
- Ability to work cross-organizationally
- Excellent organizational skills
- Conflict management skills
- Dependability and efficiency
- Self-Motivation

## Secretary

### Function

Maintain all board records and ensure their accuracy and safety.

### Key Responsibilities

- Attend board meetings.
- Serve on the executive committee.
- Keep records of board actions, including overseeing the taking of minutes at all board meetings, distributing copies of minutes to each board member, member and volunteer, and assuring that corporate records are maintained.
- Work with the President to establish and prioritize the agenda for each board meeting.
- Assume responsibilities of the President in the absence of the president and Vice-president.

### Qualifications

#### Experience & Background

- Prior experience with non-profits (preferred) or running a business or serving on a board
- Experience taking minutes at meetings (The minutes are legal records.).
- Experience with online file management (We use the Google drive.).
- Experience with spreadsheets.

#### Time commitment

- Ability to dedicate 5-10 hours a week.
- Ability to attend meetings and take minutes.
- Ability to adhere to deadlines.

#### Skills

- Excellent organizational skills.
- Strong written and verbal communications skills, including online communication.
- Strong computer skills.
- Ability to track deadlines to ensure that taxes, records and other documents required for our 501(c)3 status are prepared and filed on time.
- File management.
- Dedication to transparency.
- Strong Team Player and creative problem solving skills.
- Dependability and Efficiency.
- Self-Motivation.

## Treasurer

### Function

Serve as financial officer of SDRO – the position is divided between a paid bookkeeper, a paid accountant and the volunteer position of treasurer to satisfy non-profit transparency.

### Key Responsibilities

- Attend board meetings.
- Serve on the executive committee.
- Assure that the organization is following appropriate financial policies and that qualified staff or consultants perform financial functions.
- Be willing to learn about and understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations.
- Assure that accurate financial records for the organization are kept up to date.
- Endorse and deposit checks, and drafts received by the organization.
- Pick up mail and process it three times per week.
- Disburse organizational funds and issue checks and drafts in the name of the organization.
- Provide the President and the board with an account of transactions by the treasurer and of the financial condition of the organization, at specified reporting periods, and upon request.
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### Qualifications

#### Experience & Background

- **Any of these:** Prior experience with non-profits (preferred), running a business or serving on a board.
- Background in financial management/accounting or bookkeeping.
- Experience with accounting and knowledge of online bookkeeping such as Quickbooks.
- Experience maintaining financial records.
- Experience working with outside consultants.
- Experience obtaining and managing grant funds.
- Experience creating and presenting organizational budgets and financial reports.

#### Time commitment

- Ability to dedicate 5-10 hours a week regularly.
- Ability to attend and lead meetings.
- Ability to adhere to deadlines.

Treasurer cont...

**Skills**

- Excellent organizational skills.
- Strong written and verbal communications skills, including online communication.
- Strong computer skills (Quickbooks, email, spreadsheets, word processing).
- Ability to track deadlines to ensure that taxes, records and other documents required for our 501(c)3 status are prepared and filed on time.
- Dedication to transparency.
- Strong team player.
- Creative problem solving skills.
- Dependability.
- Efficiency.
- Self-Motivation.



## **Past-President**

### **Function**

Serve in an advisory role to the President and SDRO, and provides guidance and expertise as a knowledgeable member of the board.

### **Key Responsibilities**

- Attend board meetings.
- Serve on the executive committee.
- Support the president and the vice-president on an as-needed basis.
- Represent the President or serves as spokesperson as requested by the President.