



## Board of Directors: Agreement of Duties [Job Description]

As a member of the Board of Directors, I am fully committed to the vision and work of the Baypath Humane Society of Hopkinton (hereafter Baypath) and am dedicated to implementing and sustaining its mission. As a voting Director I am responsible for developing policies and procedures, securing/ensuring sufficient funds are available to meet Baypath's objectives, and monitoring its finances, programs, and organizational performance.

I understand that in accepting this position, I am part of a group – a team – equally vested with the following duties and responsibilities:

1. To partner with and support staff and assist them whenever it is appropriate
2. To secure funds for Baypath by engaging in fund-raising in ways best suited to my skills to effectively serve the purposes of the organization
3. To serve as a model for others to follow to ensure that Baypath establishes realistic goals and meets its objectives
4. To contribute financially by supporting Baypath's annual fund throughout the year and participating in special events
5. To serve on a committee of the Board and if requested, chair a committee
6. To recruit new volunteers and potential Board members and to annually introduce at least 3 (three) individuals to the organization
7. To accept Baypath's bylaws and understand that I am morally and ethically responsible for the health of the organization and the services it provides
8. To learn as much as I can about Baypath, including its work, outreach, and vision for the future in order to advocate for the organization and share it with others
9. To excuse myself from any decision, process, activity, or board vote that may represent a professional or personal interest and/or a potential conflict of interest
10. To act on behalf of Baypath only as duly authorized in interactions with vendors/suppliers or other organizations
11. To attend/host/support educational programs (workshops) and special events (fundraising)
12. To commit at least 4 hours annually volunteering at the shelter to enhance my knowledge of Baypath's programs and unique stature in the community



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13. To make every effort to attend 100% of all Board meetings and/or be available for telephone conference calls
14. To fulfill and conclude my two, three year terms on a timely basis
15. To accept, that if I am unable to meet my Board commitments, I may be asked to resign my position

In signing this agreement, I understand that every Board member makes a statement of faith to be a partner with every other Board member; we trust each other to carry out the above agreements for our cause to the best of our ability.

Name of Board Member \_\_\_\_\_  
(Please Print)

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Signature of Board Chair \_\_\_\_\_

Term  
Initiated: Month/Date/Year \_\_\_\_\_

Concludes: Month/Date/Year \_\_\_\_\_