



**Fayette Humane Society**

**PO Box 244**

**Fayetteville, GA 30214**

**770-487-1073**

**[www.fayettehumane.org](http://www.fayettehumane.org)**

## **Board Member at Large**

**Reports to:** The Board of Directors

**Goals:**

- Be the Voice for animals that cannot speak for themselves, promoting FHS values including the importance of spay and neuter.
- Maintain a good working relationship with Fayette County Animal Control, Fayette County Board of Commissioners, all local veterinarians and all management and employees of PetSmart and any additional locations where events are held
- Collaborate with Board Members regarding FHS strategic direction and program policy

**Position Function & Organizational Impact:**

- Deliver our mission at Fayette County community events, such as fundraising events, Chamber Events, and/or Rotary events.
- Attend regularly scheduled Board and Volunteer Meetings
- Provide guidance and steer on FHS policy and strategy
- Serve a 3 year term ending on the next following March month-end that is 3 years following the date of appointment approved by the board of directors (ie, if the date of appointment is April 2019, term ends on March 2023 which is 3 years and 11 months following date of appointment). The board of directors may vote to re-elect candidates to successive 3-year terms.

**Core responsibilities:**

- Attend scheduled Volunteer and Board Meetings.
- Support and promote FHS philosophy, policies and procedures as set out in the FHS Handbook
- Vote on organization and program changes proposed to the Board of Directors
- Ensure adherence to the PetSmart Adoption Guidelines and a good working relationship is maintained with the store manager.
- Ensure our organization is in compliance with all rules and regulations of our governing entities, such as the Department of Agriculture
- Make sure that FHS internal guidelines, policies and procedures are being followed, and address non-compliance or issues with the parties involved.
- Make operational decisions referred by the FHS program management

**Qualifications/Requirements:**

- Must be at least 25 with at least 3 years of active volunteer service with FHS or other rescue facility; exceptions may be approved by the Board of Directors
- Warm, friendly, enthusiastic personality
- Comfortable interacting with dogs and/or cats
- Strong communication skills
- Comfortable handling conflicts that may arise within the FHS organization, with FHS affiliate organization management or the community at large in carrying out our mission.
- Knowledgeable about who we are, representing FHS with integrity and trustworthiness.
- Commitment to the FHS philosophy, policies and procedures as set out in the FHS

**An All-volunteer non-profit organization not affiliated with the Fayette County Animal Shelter**

**(October 2019)**



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### **Volunteer Handbook**

- Regular access to email and to social media in order to send, receive and monitor updates

### **Time Commitment and Location of Work:**

- 5-10 hours per week
- At a minimum, attend all scheduled Board Meetings on the first Thursday of March, June, September, and December at a location TBD, and any specially called meetings with at least 48 hours' notice.
- Volunteer Meetings at a location TBD