



**Fayette Humane Society**  
**PO Box 244**  
**Fayetteville, GA 30214**  
**770-487-1073**  
[www.fayettehumane.org](http://www.fayettehumane.org)

## **President**

**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
- Manage the FHS organization and lead board discussions on strategic direction of the organization
- 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

**Position Function & Organizational Impact:**

- Deliver our mission at Fayette County community events, such as fundraising events, Chamber Events, and/or Rotary events.
- Maintain oversight of Volunteer and/or Board resignations and applications to ensure that the needs of FHS and animals are met.
- Preside over all Board and Volunteer Meetings
- Oversee conflict resolution involving volunteers, PetSmart staff/management, FHS affiliates, and the general public that may arise in carrying out the FHS mission.
- Serve 3 year terms which are appointed or re-elected by Board of Directors vote

**Core Responsibilities:**

- Attend and preside at all Volunteer Meetings and Board Meetings.
- Ensure that FHS policies and procedures are being followed by each board member and program management as set out in the FHS Volunteer Handbook.
- Ensure FHS compliance with all rules and regulations of our governing entities including the Department of Agriculture Guidelines.
- Ensure that FHS program management are complying with PetSmart Adoption Guidelines and maintaining a good relationship with the store manager.
- Ensuring that the proper registrations have been done each year:
  - Secretary of State (Corporate Registration)
  - City of Fayetteville (Business License)
  - Department of Agriculture License with State of Georgia.
  - Insurance coverage is in force, and effect any changes that are needed.
- Make sure that FHS internal guidelines, policies and procedures are being followed, and address non-compliance or issues with the parties involved.
- Being a second signer of all checks issued by the FHS.



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**Qualifications/Requirements:**

- Must be an active Fayette Humane Society volunteer
- Must be at least 25 years of age with 3 years of active volunteer service with FHS or other rescue organization; exceptions may be approved by the Board of Directors
- Warm, friendly, enthusiastic personality
- Comfortable interacting with dogs and/or cats
- Strong communication and public speaking 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 Volunteer Handbook
- Regular access to email and to social media in order to send, receive and monitor updates

**Time Commitment and Location of Work:**

- 5-15 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
- Volunteer Orientation meetings held at PetSmart or any other location TBD