



Fayette Humane Society
PO Box 244
Fayetteville, GA 30214
770-487-1073
www.fayettehumane.org

Secretary

Reports to: Board of Directors

Position Function & Organizational Impact:

- Serve on the Board of Directors and participate in discussions/decision-making.
- Record minutes of Board meetings and distribute to Board members.
- Record minutes of volunteer meetings; distribute to volunteer base.
- Keep records of Board discussions held by email outside regular meetings.
- Serve 3 year terms which are appointed or re-elected by Board of Directors vote

Core responsibilities:

- Attend all Volunteer meetings and Board meetings.
- Adhere to FHS By-Laws.
- Ensure our organization is in compliance with all rules and regulations of our governing entities, such as the Department of Agriculture.
- Follow the PetSmart Adoption Guidelines and maintain a relationship with store management.
- Follow internal guidelines and procedures.
- Write and/or review documents created for FHS use and/or public distribution.

Qualifications/Requirements:

- Must be at least 25 years of age, with 3 years of active volunteer service with Fayette Humane Society or other similar rescue organization; exceptions may be approved by the Board of Directors.
- Warm, friendly, enthusiastic personality.
- Comfortable interacting with dogs and/or cats.
- Strong communication skills.
- Knowledgeable about who we are; represent the FHS with integrity and trust.
- Commitment to the philosophy of Fayette Humane Society's practices and policies.

Time Commitment and Location of Work:

- 1-3 hours a day for daily operations.
- 4 hours working at adoption event at PetSmart each month.
- 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.
- 2 hours every other month attending Volunteer meetings at a location TBD.
- 1-2 hours as needed at Volunteer Orientation meetings held at PetSmart or other location TBD.
- Regular access to email.

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

(April 2019)