

Ashtabula County Animal Protective League

Role and Responsibilities of Board Members

The following responsibilities are specific to the ACAPL and are articulated for the purpose of complementing and/or clarifying certain aspects of the traditional governing responsibilities of board members.

Commit to the vision and mission of the Ashtabula County Animal Protective League.

Attend meetings of the Board: Board members are expected to attend all scheduled Board meetings. Exceptions will be made when circumstances warrant, but attendance at a minimum of eight of the meetings per year is required (includes annual retreat). Attendance is mandatory for the annual board retreat.

Serve on at least one committee and attend committee meetings: Attendance at all committee meetings of committees on which the Board member serves is encouraged and attendance at a minimum of half of the committee meetings is required.

Prepare for meetings in advance: Ashtabula County Animal Protective League commits to sending materials in advance; board members commit to reading and considering materials in advance of meetings.

Contribute expertise and participate in strategic development of board and organization.

Attend/volunteer at a minimum of two events annually.

Maintain an annual membership to Ashtabula County Animal Protective League and consider an annual gift//donation in excess of the individual membership amount.

Develop funding support: Assist Ashtabula County Animal Protective League Board and staff in its fund raising efforts by arranging introductions, inviting associates to events/meetings, signing letters to friends and associates, and otherwise helping to open doors for support.

Serve as an ambassador of Ashtabula County Animal Protective League: Be familiar with and speak in support of ACAPL and allow the Member's name to be used in support of ACAPL's mission.

Refrain from discussing or sharing confidential board business with non-board members.

Adhere to the fiduciary duties of care, loyalty, and obedience, as described in the Ohio revised Code.

Disclose any potential conflict of interest with Ashtabula County Animal Protective League. Signed conflict of interest statements are required of all board members on an annual basis. *A copy of the Conflict of interest policy has been provided to you and is also available through the Governance Chairperson.*