



Board Member Roles & Responsibilities
of
SMART 4 Paws, Incorporated
d.b.a Find Toby in PA
Adopted February 2025

Role of the Board

Board members are fiduciaries responsible for guiding the organization toward a sustainable future by ensuring ethical governance, sound financial management, and adequate resources to advance its mission.

Board Responsibilities:

- **Define Mission & Strategy:** Establish the organization's mission, goals, and policies, and develop long-term strategic plans.
- **Ensure Financial & Organizational Stability:** Oversee financial health, secure funding, and recruit leaders to sustain the organization's future.
- **Uphold Integrity & Independence:** Protect the organization's values from undue influence.
- **Provide Fiduciary Oversight:** Ensure responsible financial management and legal compliance.
- **Support Fundraising & Resource Development:** Help identify and secure financial resources.
- **Monitor Programs & Services:** Evaluate the effectiveness and impact of initiatives.
- **Enhance Public Image:** Act as ambassadors, strengthening the organization's reputation.
- **Assess Board Performance:** Regularly review and improve governance practices.

Expectations of Individual Board Members:

- **Understand & Commit to the Mission:** Be informed about the organization's goals, policies, and needs.
- **Exercise Financial Oversight:** Review financial statements and board materials before meetings.
- **Advocate & Network:** Leverage connections to advance the organization's mission and fundraising efforts.
- **Contribute Financially:** Make a meaningful personal donation.
- **Engage Actively:** Attend and participate in board meetings, serve on committees, and support special projects.
- **Foster Inclusivity & Ethical Conduct:** Respect diverse perspectives, avoid conflicts of interest, and uphold organizational values.
- **Recruit Future Leaders:** Help identify and onboard new board members.

Board Officer Roles and Responsibilities

Board officers have specific responsibilities in addition to their general duties as board members.

President

The President serves as the chief executive officer, responsible for leading the board and ensuring the organization fulfills its mission. Key responsibilities include:

- Presiding over board meetings.
- Chairing the executive committee.
- Serving as an ex-officio member of all committees (except the nominating committee).
- Recommending and appointing committee chairs.
- Acting as a primary spokesperson for the organization.
- Leading strategic planning and goal-setting.
- Overseeing board performance and facilitating self-evaluations.
- Preparing board meeting agendas with the Secretary.
- Organizing new board member orientations and recruitment.
- Preparing the organization's annual report.

Vice President

The Vice President supports the President and ensures smooth board operations. Responsibilities include:

- Assuming the President's duties when necessary.
- Running board meetings as requested.
- Serving as a spokesperson when needed.
- Supporting board committees and ensuring their effectiveness.
- Leading the annual bylaws review and revisions.
- Ensuring board members sign required governance documents.
- Maintaining and updating the board policies manual.
- Organizing the annual public meeting.
- Leading new board member onboarding.
- Conducting an annual review of board members' skills, expertise, and connections.

Vice President, Operations

The Vice President, Operations, oversees reunion operations and ensures effective coordination of lost pet recovery efforts. Responsibilities include:

- Managing owner/finder communication to facilitate successful reunions.
- Overseeing online posting of lost and found pets.
- Coordinating and supervising field teams.
- Collaborating with volunteers and community partners to improve recovery success rates.
- Ensuring humane and efficient operations in all recovery efforts.
- Leading the development of best practices and training materials.
- Training and supporting volunteers to enhance outreach efforts.
- Improving awareness and engagement to support the organization's mission.

Secretary

The Secretary manages organizational records and ensures compliance with governance requirements. Responsibilities include:

- Recording and maintaining board and committee meeting minutes.
- Distributing meeting notices, agendas, and minutes.
- Scheduling board meetings and securing locations.
- Tracking board attendance.
- Ensuring secure storage of official documents and contracts.
- Monitoring legal compliance and referencing governing documents as needed.
- Maintaining a record of board member terms and contact information.
- Maintaining calendar for the organization and volunteer spreadsheet.
- Ensuring adherence to Robert's Rules of Order during meetings.

Treasurer

The Treasurer oversees the organization's financial health and ensures sound fiscal management. Key responsibilities include:

- Managing and safeguarding financial assets.
- Overseeing receipts, disbursements, and budget preparation.
- Providing regular financial reports to the board.
- Supporting the annual audit process and addressing audit inquiries.
- Managing donor financial records.
- Filing all required local, state, and federal tax documents.
- Coordinating annual and event insurance review, renewal and payment