

ATTACHMENT A

Board of Directors Forney Pet Advocacy and Welfare Society A Texas Non-Profit Corporation

President (Officer)

The President will serve as an Officer and will be the Chief Executive Officer (CEO) of the Organization. He/she shall be in charge of all of its activities and business. The President shall serve as a Director of the Board. All other officers and members shall report to the President or his or her delegate. The President will be empowered to call special meetings of the Board as set forth herein and shall be entitled to attend any meeting of any committee. The President shall discharge all other duties as may be required by the Bylaws, as well as all duties that may from time to time be assigned by the Board. Duties include, but are not limited to:

- A. Manage the Organization's website and social media platforms
- B. Correspondence with donators, supporters and any individuals or corporations providing services for or on behalf of the Organization
- C. Orientation of new board members – making sure they understand and are willing to comply with the mission of the organization, receive a copy of the bylaws, and understand the duties of their role

Secretary (Officer)

The Secretary shall keep the minutes of the Board in the appropriate books provided specifically for that purpose. He/she shall see that all notices are duly given in accordance with **Article VII, Section 3** of the Bylaws or as required by law. The Secretary shall perform all duties incident to the office of the Secretary, subject however, to the control of the Board, and such other duties that shall from time to time be assigned to him or her by the Board. Duties include, but are not limited to:

- A. Maintain organizational records including articles of incorporation, bylaws, and meeting minutes
- B. Take Minutes at regular and annual Board meetings
- C. Communication with Board
 - 1) Call for agenda items / Prepare agenda in advance of Board meetings
 - 2) Notification/reminder of Board meetings
 - 3) Provide minutes of previous meeting for review and approval by board
- D. Ensure the Organization and Directors are complying with budgets and bylaws

Treasurer (Officer)

The Treasurer shall manage all financial affairs of the organization. He/she shall be responsible for all funds, properties, and securities held by the Organization. The Treasurer shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of the Organization, as well as record the deposits of all monies and other valuable effects of the Organization. He/she shall deposit all monies and other valuable effects of the Organization in

the name, and to the credit of the Organization in such banks or depositories as the Board may designate. He/she shall at all reasonable times exhibit his or her books and accounts to any Officer or Director of the Organization, or when requested by a Director. He/she shall perform all duties incident to the office of the Treasurer, subject, however, to the control of the Board, and such other duties that shall from time to time be assigned to him or her by the Board. Duties include, but are not limited to:

- A. Prepare annual budget and present to board for approval
- B. Prepare and provide Treasurers Report to Board at, or prior to, regularly scheduled meetings.
- C. Develop and ensure compliance with internal controls and financial management policies
- D. Complete or oversee completion of required financial reporting forms (including annual tax return)
- E. Maintain records of financial transactions

Animal Welfare Director

The Animal Welfare Director shall serve as the organization's liaison with various veterinarian associations. He/she shall recommend community health initiatives, funding implications and best practices. The Animal Welfare Director will coordinate initiatives designed to promote the organization and its services to the community. Duties include, but are not limited to:

- a. Evaluate the benefit of proposed projects/initiatives and present to Board
 - 1) Communicates with vet
 - 2) Finds cost saving methods
- b. Maintain quantitative records regarding projects/initiatives
 - 1) Present to board at regularly scheduled meetings
 - a) How many animals reached
 - b) Benefits to the community

Fundraising Director

The Fundraising Director shall develop fundraising strategies, formulate solicitation procedures, and oversee all fundraising activities. He/she will identify new donor bases, directs and coordinates solicitation of funds. He/she shall act as liaison with funding partners and organizations. The Fundraising Director will collaborate with the Treasurer and President to set funding goals to support the functional infrastructure of the organization. Duties include, but are not limited to:

- A. Organizes events fundraisers
- B. Volunteer Coordinating
- C. Recruit sponsors