**Board Member Readiness Questionnaire**

Before you say “Yes” to apply to serve or continue to serve on our Board, ask yourself these questions:

1. How committed am I to this mission or vision? If you’re not willing to get behind it 100%, say no. If you’re not willing to invest your time *and* money, say no.

2. Have organization leaders given me a clear idea of my job as a Board member? Do they have a written job description?

3. Have I been given clear expectations of the amount of time I am committing to?

4. Does the organization have a good reputation in the community?

5. Is the organization doing what it says it does? Is it fulfilling its mission?

6. Is the organization financially stable?

7. Are the people the organization serves satisfied with its services?

8. When was the last time this organization conducted strategic planning?

9. How much money does this organization need to raise? How much is raised by the Board? What’s my part in fundraising?

Further, I understand:

 I, as an individual Board member, cannot make decisions for, or act on behalf of, the entire Board or organization without specifically given authority to do so.

The answers to these questions will help you make a good decision about whether or not to be on this Board. If you would like to continue being a big part of FANS please read and sign the agreement below.

**Farmhouse Animal & Nature Sanctuary Board Member Job Description**

*As a member of a nonprofit Board, you have several really important responsibilities. Make sure you’re ready to give 100% to these.*

* Attend Board meetings (virtual/in person). If you must miss, let someone know ahead of time that you’ll be absent and find out what you missed.
* Read materials provided to you and make an effort to understand them.
* Treat confidential information appropriately.
* Bring your skills and talents to the table.
* Serve on a committee.
* Make a personal donation (preferably one of your top charitable gifts for the year).
* Help raise money for the nonprofit.
* Open doors and set up meetings with donors and prospects.
* Help thank donors and build relationships.
* Invite potential donors to organizational activities.
* Learn about the mission of the organization and be able to share it in person and through social media.
* Disclose any potential conflicts of interest.
* Speak up during a Board meeting if something bothers you or if you have an idea that would benefit the animals and/or organization.
* Understand the difference between your role as a Board member and an organizational volunteer.
* Participate in strategic and operational planning for the nonprofit.
* Continue your own education to become a great Board member.

**Farmhouse Animal & Nature Sanctuary Inc. (FANS)**

**Annual Board Member Agreement**

*FANS agrees to provide each member of the Board with the following:*

* Respect for his or her time.
* Minutes of all Board meetings
* Relevant information to conduct his or her job as a Board member including but not limited to business cards, printed and/or digital copies of marketing materials and license information as well as ID badge and T-shirt
* Reimbursement for reasonable expenses in conducting and attending to FANS Board business (example gas card)

*As a member of the FANS Board of Directors , I agree to the following:*

* Take my role as a Board member for FANS seriously and embrace my responsibility. Keep all FANS board matters confidential.
* Learn about FANS, read financial reports and other organizational documents, and keep up-to-date on FANS programs and management.
* Participate on a committee of my choice (see committee list below) and volunteer a minimum of 8 hours a month (volunteer hours can be in person or virtual).
* Share at least two FANS social media posts each week on my personal social media page(s) and tag #Farmhouseanimalandnaturesanctuary or #farmhousesanctuary
* Attend as many Board and committee meetings as practical, and participate by arriving prepared and ready to provide leadership to the organization. (board meetings may be virtual). Let Board leaders know ahead of time when I can’t make a meeting or function.
* Participate in fundraising and/or recruiting community sponsors and make a yearly personal gift. Personal gift can be any amount. Each individual board member will be responsible for raising $500 per year through fundraising or recruiting donors.
* If unable to perform any/all duties listed above for more than 60 consecutive days we will re-evaluate board position and remaining board will vote on replacing, temp replacement or holding the board seat.

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Board Member Signature Date

**Farmhouse Animal & Nature Sanctuary Committees**

*(each board member must join one committee. Below are examples of ways you can help within the committee you choose. Committee duties will count towards yearly volunteer requirements)*

* **Fundraising Committee**
	+ organize fundraisers
	+ promoting fundraisers
	+ help at fundraiser in person
* **Volunteer Committee**
	+ Recruit volunteers
	+ Organize volunteers for events
	+ Train volunteers
	+ Vet volunteer applications
* **Adoption Committee**
	+ List adoptable animals on adoption sites
	+ Promote adoptables
	+ Care for adoptables at events
	+ Vet adoption application
* **Events Committee**
	+ Organize event and coordinate volunteers
	+ Recruit sponsors for event
	+ Acquire donations for raffles
* **Community Sponsor/Donor relations Committee**
	+ Recruit sustainable donors and/or donor giving
	+ Thank donors
	+ Recruit businesses to become community sponsors
* **Education Committee**
	+ Host an education class
	+ Educate the public about FANS in general at events (speaker)
	+ Bring animals to our partner rescues to educate children
	+ Social media sharing beyond the required twice a week share

**Please note in the space below which committee(s) you would like to join**

**­­­­­­\_Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**