

**President / Chairman of the Board for CMDART's Governance
Volunteer Position (~20 Hours/mo)**



Our organization is actively aware of the limits of volunteer time and the need to assess reasonable goals in our yearly planning and distribution of duties. Our aim is to recruit additional governing skills in order to equitably distribute needed tasks and the demands of the organization. Thus, several duties listed here will be distributed and shared with the Clerk, Treasurer, and other volunteers or consultants as deemed necessary, and strategically and economically viable.

The President/Board Chairman of CMDART shall have general supervision over the affairs of the Corporation/Organization as directed by the Board of Directors, and shall perform all duties otherwise incident to the office of the President of the Board of Directors, which shall include, but are not limited to:

- Together with the Clerk, administrative duties including scheduling, preparing the agenda for Board of Directors meetings and presiding over monthly meetings in person or by conference calls
- Authorizing signatures for documents and financial needs (duty shared with Clerk, Treasurer, Executive Director)
- Work with Board Officers to complete Annual Filings of the Attorney General, the Annual Report, and the annual 990EZ tax filings
- Maintaining the duties of the non-profit By-laws
- Continued review of organizations purpose, mission, values, and vision
- Provide support for all activities associated with the Board of Directors, including, but not limited to: strategic planning, annual reporting, plan development and special committee development.
- Oversee Board positions are filled and maintained to ensure proper functions of the non-profit organization. Recruit and onboard new members as necessary.
- Together with the Board, actively seek regular updates regarding our resource capacity (ie volunteer and equipment status. This will be done in cooperation with the Membership Coordinator and Director of Disaster Operations)
- Identify and communicate to the Board of Directors and stakeholders the strategic and long range goals and objectives for the organization
- Ensure regular and adequate funds development.
- Support the Board, committees, and the Director of Disaster Operations to help develop and strengthen programs and services.
- Routine email, phone, fax communications relating to the ongoing administrative duties of the organization and anything outside of operations/liaison/training.
- Conducting Annual Evaluations of the Executive Director and Senior Staff (if applicable)



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(continued)

Qualifications Include:

- Passion for CMDART mission
- Ability to work independently and as a team
- Residency in Central Mass required
- Skills in some form of business and non-profit management desired
- Familiarity with emergency management, animal welfare, or disaster services is a plus
- Administration and communication skills appropriate for a non-profit, volunteer organization
- Flexibility and skills in task group development
- Ability to complete tasks and organize time effectively to meet team deadlines.
- Computer skills, including MS Office and email etiquette
- Willingness to take the CMDART Introduction to Animal Disaster Services to gain knowledge of the organizations operations.
- Basic understanding of the principals of emergency management desired including ICS 100,700
- Background clearance /CORI check

Development Opportunities:

- Leadership in high profile service within Central Massachusetts
- Enhance personal organizational and leadership skills
- Increase professional network
- Develop additional roles/responsibilities within CMDART over time to increase public exposure, additional skills and opportunities
- Contribute to a humanitarian cause that can prevent, respond to and reduce suffering for pets and pet owners while aiding community public safety