

## Board member responsibilities

CILRA board members are involved in overseeing and helping with the business of running the daily operations of the rescue; CILRA has a working board.

Board members:

1. Uphold CILRA's mission to help Labs find loving homes and educate the public about CILRA.
2. Set policies to uphold the mission
3. Ensure adequate resources – financial and human
4. Review financial information, approve costs and establish fiscal policies to ensure the effective management of resources
5. Develop, review and approve policies and contracts impacting operations of the rescue
6. Serve as a link to the community, promoting CILRA's work and recruiting supporters (donors, board members, volunteers)

Board member commitments:

- Minimum 2 year renewable commitment to serve on the board
- Attend and participate in regularly scheduled board meetings. Engage and respond to email messages sent to the board throughout the year.
- Engage and work with volunteers in one of the functional areas of the rescue:
  - Operations
    - o Intake
    - o Transport
    - o Foster Coordination
    - o Adoption Coordination
    - o Home Visit Coordination
  - Financials
  - Records Management
  - Communications/Marketing/Publicity
    - o Newsletters
    - o Webpage
    - o Constant Contact
    - o Social Media
  - Shelter Manager database implementation
  - Volunteer Coordination
  - Development
    - o Fundraising
    - o Donor management
    - o Grant writing