



Mission

Safe Place for Pets Nonprofit's mission is to serve terminally ill people by finding forever homes for their beloved pets.

For more information, please visit Safe Place for Pet's website at www.safepetplace.org

Position

The Vice Chair will support the work of Safe Place for Pets and provide mission-based leadership and strategic governance. While day-to-day operations are led by Safe Place for Pets's staff members (3), the Board-staff relationship is a partnership, and the appropriate involvement of the Vice Chair is both critical and expected. Specific Vice Chair Member responsibilities include:

Leadership, governance and oversight

- Ensure that all board committees have a Chair and are meeting in accordance with their established schedule(s)
- Support the Board Chair and discharge the duties of Chair as required in the Board Chair's absence to include; presiding at board meetings and serving as ex officio member of the Executive Committee meetings.
- Serving as a trusted advisor to the staff as they develop and implement Safe Place for Pet's strategic plan
- Reviewing outcomes and metrics created by Safe Place for Pets for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; assisting Secretary and Vice Chair in preparation of agenda and supporting materials prior to board and committee meetings
- Vote on approving Safe Place for Pet's annual budget, annual reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to performance evaluations of the staff
- Spearheading the search for identifying and recruiting other Board Members
- Partnering with the staff and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments



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- Representing Safe Place for Pets to stakeholders; acting as an ambassador for the organization
- Ensuring Safe Place's commitment to a diverse board and staff that reflects the communities Safe Place for Pets serves

Fundraising

Safe Place Board Members will consider Safe Place a philanthropic priority and make an annual gift that reflects that priority. So that Safe Place for Pets can credibly solicit contributions from foundations, organizations, and individuals, Safe Place expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

Safe Place Board Members will serve a two-year term to be eligible for re-appointment for one additional term. Board meetings will be held bi-monthly and committee meetings will be held monthly.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Safe Place's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her/their accomplishments will allow him/her/their to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of Safe Place for Pet's beneficiaries, preferably based on experience



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- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Safe Place's beneficiaries

Service of Safe Place's Board of Directors is without remuneration.