



Board of Directors Recruitment Packet and Job Description

"One of the greatest gifts you can give is your time."

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www.PetAlliesAZ.org

About Pet Allies

Pet Allies began under the name Arizona Animal Wildlife League of the White Mountains, Inc. in the summer of 1996.

In 2003 a dynamic and dedicated group of volunteers ran for office and were elected as a unified board. The same year the organization changed its name to Pet Allies, Inc. and began an aggressive spay and neuter program. The organization saved around 150 animals a year, but spayed and neutered close to 1,000 each year.

The passion for spay/neuter as the way to prevent needless deaths of animals at local shelters and avoid unwanted litters has been and remains the driving force for Pet Allies.

In October of 2012 Pet Allies began working with the City of Show Low to operate its Animal Control Shelter, located at 1181 E Thornton Road, Show Low. At that time the shelter struggled with issues typical of an animal control shelter and the euthanasia rate at the shelter was 90%. Pet Allies was challenged to begin operating the shelter and save lives. The shelter now operates at a 96% save rate making it effectively a no kill shelter.

Pet Allies also runs a Spay/Neuter Clinic offering wellness services, vaccines, minor surgery and dental cleaning, as a way to provide services to help low income families get medical care for their pets, and to provide a modest income to offset the subsidized fees charged for spay and neuter.

Pet Allies' shelter takes in all the strays from the City of Show Low, attempts to help all owners who live within the City of Show Low wishing to surrender a pet, and reaches out to other communities as space allows. A waiting list is maintained for the shelter, which takes in an average of over 1,200 pets each year.

Volunteers are key to Pet Allies' ability to offer the many services and programs to the community. Volunteers are needed at the shelter, the clinic, community events and fundraisers.

Our Mission

Provide non-lethal solutions to pet over-population through low cost spay/neuter services and find homes for needy pets.

VISION STATEMENT

Pet Allies is part of the process of a no-kill nation, where the majority of animals entering a shelter have a positive outcome. They live. One person, one organization, can make a difference. Pet Allies is a leader in the community, an example of how it is possible to be a no-kill shelter that operates animal control functions and has open intake. What does that mean? It means that all stray animals in the City of Show Low MUST be accepted into the shelter, even if the shelter is full. They cannot be turned away. Pet Allies is an example of how a small rural community with limited resources CAN be a no-kill shelter.

Pet Allies makes this possible through strong spay and neuter services at its clinic; deeply discounted spay and neuter fees for low income families; free spay and neuter services for those who have no funds at all; saving outside free roaming cats (called Community Cats); and by working with other shelters and rescue groups to help them develop, support their spay/neuter needs and work together to 'save them all.'

It is also important to provide access to veterinary services to people who cannot afford regular fees charged at veterinary clinics. This is a new concept taking hold within the veterinary community and sheltering community. Pet Allies provides these services on a limited basis as time and funding allow.

Our Impact

1. We are a no-kill animal shelter.
2. We help reduce pet over-population by providing low cost spay and neuter surgeries to eliminate unwanted litters.
3. We provide medical care to sick or injured animals in need.
4. We feed, shelter and provide care to homeless animals until they find their forever home at a cost of \$7.31 per animal per day with an average stay of 20 days.
5. We partner to alter lives by reaching out to kill shelters that need help saving their animals and partnering with rescue groups when we are full.
6. We are a community partner who networks with the public and business community to save lives.

Quick Stats

1. 2019 Operating Budget of \$486K
2. 1,200 animal intake in 2019

3. 2,199 animals were spayed or neutered in 2019 eliminating unwanted litters
4. Provided access to care to 4,915 patients at our clinic in 2019
5. Building a new animal shelter at a cost of \$800K
6. Employ 10 part-time and 2 full-time staff members
7. 75 volunteers give 20 hours on average of their time annually equaling \$37,000 in payroll savings

Board of Director Functions

The Pet Allies Board of Directors is responsible for defining and upholding the organization's mission, vision, and values and for providing overall leadership and strategic direction to the organization. In addition to setting policies and maintaining the organizations' overall direction, the board establishes priorities, crafts strategies to ensure plans and programs are implemented. Board members are also involved in fundraising efforts, spreading the word about our good work and using their connections to gain access to potential donors, actively participating in fundraising campaigns and making their own personal donations. There is no financial compensation for an active member of the Pet Allies Board of Directors.

Responsibilities

1. Organization

- a. Ensure that Pet Allies is run in an ethical and legal manner, and implement good governance practices that establish accountability
- b. Support, provide direction to, and work with the Executive Director to create a strategic direction for Pet Allies and to set short and long term goals and policies for success
- c. Approve appropriate compensation and benefit policies and practices for Executive Director (if applicable)
- d. Annually evaluate the performance of the Executive Director

2. Board Participation

- a. Attend at least 60% of board meetings and board activities to remain in good standing
- b. Actively participate in at least one committee
- c. Actively participate in the annual fundraiser

3. Community Outreach

- a. When with an appropriate audience (IE: with community members, in other groups Director may belong to, in networking situations) Director should spread the word of the good work Pet Allies does in the community.

4. Fundraising

- a. Make a personally significant financial contribution to the organization

- b. Identify potential fundraising sources and serve as an ambassador in securing organizational funding

5. Financial Oversight

- a. Approve annual budget created by Executive Director
- b. Review and understand financial statements as they are submitted to the board
- c. Familiarize with organization's by-laws and operational procedures
- d. Sign a conflict of interest statement and disclose any potential conflicts in advance to the board
- e. Serve as a member of the board in a manner that promotes the best interests of the organization

Committees

Committees help maximize the board's productivity by matching members with particular expertise and interests to appropriate areas. They allow members to engage with issues more deeply and consistently than the board can as a whole. Committees can research and break down complex issues and present their findings to the board, which can then move forward to making decisions.

As Pet Allies grows, so will our need for committees that are specific to Pet Allies strategic and operational direction. Noted below are potential committees with some noted as urgent (current need) and others noted as a need in the future.

- **Executive Committee:** Comprised of board officers, the committee oversees operations of the board; acts on behalf of the board during on-demand activities that occur between meetings and performs evaluation of executive director.
- **Board Development Committee:** *<urgent>*
Ensures effective board processes, structure and roles, including recruitment, board training, board evaluation; meets with prospective board members and recommends candidates for the board; recommends a slate of officers to the board and conducts orientation sessions for new members.
- **Finance Committee:** Oversees development of the budget; ensures accurate tracking/monitoring/accountability for funds; ensures adequate financial controls; recommends financial guidelines to the board and oversees short and long term investments.
- **Fund Development Committee:** *<urgent>*
Oversees development and implementation of the organization's fundraising plan; identifies and solicits funds from external sources of support; responsible for involvement of all board members in fundraising.
- **Annual Fundraiser Committee (Rubber Duck Pluck)** *<urgent>*
Ensures the success of our annual fundraiser by seeking sponsors both corporate and local, silent auction and raffle items and selling entries to the event (rubber duck sales).

Time Commitment

- Each board member is asked to commit to one two-year term. Board members may serve up to three consecutive terms.
- The board meets once a month and meetings are on a Wednesday at 5PM.
- Each board member is expected to serve on at least one committee, which will work in between board meetings.
- On average, each board member can expect to spend 4 to 5 hours per month supporting Pet Allies.

The Selection Process

- Interested candidates should submit the completed application at the end of this packet to President@PetAlliesAZ.org
- Board will interview top candidates

***The time that you spend will save lives and improve this community.
You will have a direct and lasting impact. Thank you.***

Pet Allies Board of Directors Application

Thank you for your interest in joining the Pet Allies Board! Use this form to provide useful information about yourself so that we can ensure the best possible match for the organization's needs.

Name: _____ Phone: _____
Mailing Address: _____ City: _____
Zip Code: _____ Email Address: _____

Briefly describe why you would like to join the Board of Directors:

Your current and/or past organizational affiliations (names of the organization and your role):

Which of your skills would you like to utilize on the Board: (circle all that apply)

Strategic Planning

Financial Management

Fund Development/Fundraising

Social Media/Website

Board Recruitment/Development

Community Outreach and/or Public Relations

Other Skills: _____

What would you find most rewarding about becoming a member of the board of directors (what type of experiences, skills to develop, interests to cultivate, etc. would you like to see yourself in this role).
