

Junior Board Guidelines & Position Descriptions

Executive Committee

- President:** Creates meeting agenda, runs monthly meetings (with the Community Outreach Programs Manager), specifies board goals, objectives, and organizes projects and fundraisers by coordinating fellow Junior Board Members. Holds the executive committee accountable for their responsibilities.
- Vice President:** Supports fellow Junior Board Members by checking on progress and providing assistance as needed. Tracks service hours and projects. Oversees that the treasurer stays on track with recording data. Holds the board representatives accountable for their responsibilities.
- Treasurer:** Tracks data of all fundraising donations, contributions and any expenses acquired by the Junior Board and sends updated emails to the Executive Committee and Humane Education Coordinator.
- Secretary:** Records meeting minutes and attendance of each meeting. Distributes them to all Junior Board Members and the Humane Education Coordinator in a timely manner before the next meeting takes place.

***Meetings will be held on the first Tuesday of each month from 5:00pm - 6:00pm. **
(January meeting will be the 2nd Tuesday of the month)

Junior Board Guidelines

Organizational Impact: The Naperville Area Humane Society (NAHS) Junior Board makes a difference in the lives of adoptable animals. The Junior Board will be responsible for organizing and implementing various fundraisers that will generate awareness and support for the homeless dogs and cats of NAHS. By creating fundraisers that target their peers, the Junior Board will build new connections with community members to promote donations and adoptions for homeless animals.

Core Duties and Responsibilities of all members:

- Must attend monthly meetings to discuss current projects and potential partnerships with schools, clubs, and other groups that support the humane society's mission.
- Fundraise a minimum of \$200 each year while increasing awareness and expanding community outreach.
- Educate our community about pet overpopulation and the need to support animal shelters and animal welfare organizations in the community by completing 2+ service hours at NAHS per year by assisting in hosting a private tour, or helping with a one day camp.
- Required participation at our annual 5k Run Your Mutt Off event in October and/or June.
- Recruit new members to join the Junior Board when your roll is up.

Rules and Requirements:

- **Mandatory attendance is required at all monthly meetings. If you cannot make a given meeting, you must email the President, Humane Education Coordinator and the Secretary prior to your absence (no more than 2 absences allowed per year).**
- Share contact details such as cell phone number and email address with all Junior Board Members and NAHS Community Outreach Programs Manager in order to access Junior Board shared files and group messaging.
- Represent Naperville Area Humane Society in a professional manner at all times. This includes appropriate attire at events or meeting with community partners, as well as posting appropriate social media online. Junior Board Members will be assigned an appropriate uniform or shirt to wear to all public events.
- Appropriate language expected at all times when conducting Junior Board duties or any responsibilities related to Naperville Area Humane Society.

I have read and agreed to the requirements of being a member of the NAHS Junior Board

Signature_____

Date_____