

# SHAW PBR BOARD MEMBER POLICY

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***It is very important that you familiarize yourself with our "Before You Call FAQ", "What Shaw PBR Can Do", and "What Shaw PBR Can Not Do" portions of our website***

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The Board will be made up of an uneven number of members consisting of President, Vice President, and Secretary/Treasurer. The Board has the authority to add additional seats to make an uneven number of voting members. The Board may increase or decrease in number, by majority vote, with a minimum of three (3) members and a maximum of seven (7) members.

As the governing Board, we aspire to preserve open communication between Board members and volunteers so that we can make choices that are beneficial to the rescue. As a Board, we value the input and contributions from volunteers. As a Board member, please be available to volunteers to acknowledge open communication.

Shaw PBR is a 501(c)(3), nonprofit rescue, and is 100% supported and funded by donations and sales of merchandise. All monetary contributions are tax deductible as allowed by Federal and State Tax Regulations. As a Board Member, please understand that you will not be paid or reimbursed for your services or volunteer time. You can, however, claim your time, mileage, purchases, out-of-pocket expenses, etc. used for Shaw PBR business or events on your taxes each year, so please keep up with your records. We can provide you with a Tax Donation Form, if requested.

Volunteers may participate in committees and informal discussions, but will have no voting rights.

Committees are responsible for specific areas of responsibility and will report to the Board, as requested. A member of the Board or any qualified volunteer of Shaw PBR may chair a Committee. Committees may convene indefinitely or for a limited time depending on requirements of their assigned tasks. They can, however, all be

dissolved once the task they were originally convened for has been completed and a final report on the subject matter submitted to the Board.

Fundraising is an important part of the financial infrastructure of the Rescue. Your support by promoting and participating in all our fundraising events is essential to our success.

## FUNDRAISING

- Regularly contributes to the organization
- Helps organization maintain sufficient funds
- Reviews and approves development plan
- Actively engages in capital campaigns
- Solicits community support
- Assists volunteers and staff with special events
- Uses contacts in the community to assure long-term financial viability

## PUBLIC RELATIONS

- Represents the organization in community
- Makes sure appropriate image is projected
- Reviews PR campaigns and literature
- Assures all community perspectives are presented to board
- Does not fight organizational battles through the media

## COMMITTEES

- Establishes written mission and guidelines for each committee
- Regular reports are required at board meetings
- Agendas and minutes are available in writing
- Reviews assignments periodically

## COLLABORATION

- Board and volunteers work together to achieve shared goals
- Board decisions are reached by consensus
- Involvement and collaboration are encouraged at all levels