



BOARD MEMBER CODE OF ETHICS AND AGREEMENT

JOB DESCRIPTION

Title: Member, WFHS Board of Directors

Reports to: Governance Committee

Term: Three-year term

Expected Attendance:

- Attend and actively participate in scheduled board meetings.
- Participate as an ad hoc committee member if appointed.
- Attend and participate in special events as needed.
- Attend regularly scheduled board meetings (4 per year and conference calls, as needed).

Obligations:

- To establish policy and monitor finances.
- Have access to and receive/respond to electronic correspondence.
- Maintain an individual membership.

Specific Duties:

- Attend meetings and show commitment to board activities.
- Be informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge and experience when appropriate.
- Participate in organizational decision making.
- Financially support the organization.
- Assume leadership roles in all board activities, including fund raising.
- Professionally represent the organization to the public and private industry.
- Continue to educate yourself about the needs of the organizations served.

Time Commitment:

Approximately 25 hours per year on board related activities in addition to scheduled meetings.



CODE OF ETHICS

I, _____, understand that as a member of the Wisconsin Federated Humane Societies, Inc. (WFHS) Board of Directors, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the mission and the vision of the organization, and I will act responsibly and prudently as its steward. Specifically, I will:

1. Do my best to ensure that this organization is well maintained and financially secure, operating in the best interest of the members we serve.
2. Represent all those whom this organization serves and not a particular geographic area or interest group.
3. Attend all Board meetings, as well as participate in special projects, assignments and retreats, to the best of my abilities.
4. Arrive at meetings prepared and well-versed in the issues under consideration and prepared to make decisions in a way that enhances the ability of the Board to execute its work.
5. Work in a professional, courteous and respectful manner. This includes being candid in discussions, but always recognizing and supporting the decisions of the Board regardless of my own vote on any such decision.
6. Maintain confidentiality of sensitive information discussed in Board meetings.
7. Act in the best interests of the organization, and excuse myself from discussions and votes where a conflict of interest exists.
8. Bring to the attention of the Board any issues that I believe may have an adverse effect on the organization or its members.
9. On an annual basis, honestly assess my performance as a Board Member and participate in a review and reaffirmation of this agreement.

I agree to fulfill both the JOB DESCRIPTION and CODE OF ETHICS as outlined above. If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a Board Member.

Signed:

_____ (Date) _____
Member, Board of Directors

Approved by Executive Committee, 12/13/2013