

# Habitat Harmony, Inc.



## Habitat Harmony Board Member Job Description

### Habitat Harmony bylaws:

*The members of the Board of Directors shall have general powers to manage and direct the activities of the Corporation. Each Director shall serve a term of one (1) year, or until his/her successor is elected and qualified. There are no limitations on the number of terms an individual can serve as a Director.*

### Duties:

1. Attends all board meetings and important related meetings. Board meeting dates for the year are set at the first meeting of the year.
2. Makes serious commitment to participate actively in Board/committee/organizational work.<sup>i</sup>
3. Volunteers for assignments and completes them thoroughly and on time.
4. Stays informed about board matters, prepares well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other board members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the board's planning efforts.
7. Takes responsibility for the Habitat Harmony budget and participates in fund raising.
8. Acts as an ambassador for the organization in the community. Promotes Habitat Harmony, advocates for wildlife, and represents our work appropriately and responsibly.
9. Knows, approves, and implements all organizational policies.

### Required Qualifications:

- Passionate about Habitat Harmony's mission: *to assist humans to live in harmony with wildlife.*
- Committed to the community
- Timeliness in completing tasks
- Has expertise or skills in one or more of the following areas:
  - Accounting/Finance
  - Grant writing
  - Non-profit management
  - Fundraising
  - Strategic Planning
  - Wildlife Management
  - Volunteer Management
  - Internal/organizational communication and organization
  - Board development

## Desired Qualifications:

### Expertise/skills in:

- Outreach
- Science/biology
- Non-profit Legal
- Public speaking
- Social media
- Relocation training
- Networking skills/experience

<sup>i</sup> Current in October, 2014, such work may include the following specific duties, until such time as some or all of these are transitioned to a staff person.

- Community tabling
- Storage and transportation of tabling materials and merchandise for fundraising
- Assisting with prairie dog relocations (see prairie dog relocation Coordinator and Assistant's job descriptions)
- Working with Rachel Davis to keep database up to date
- Working with printer on annual appeal and distributing materials to other Board members to mail.
- Works with scientists to inform and influence policy changes (such as the 2014 Regional Plan).
- Follow city and county developments to implement conservation of natural and cultural heritage
- Providing legal advice
- Write articles for website
- Assisting with social media and website content, updates, administration
- Write end-of-year appeal letter
- Assist with preparing and mailing appeal letter
- Writing, revising and proofing grant applications and various statements in support of environmental issues
- Reading insurance policies, negotiating terms with provider
- Submitting form 990 to IRS-sherry
- Writing educational curriculum and designing educational games
- Providing educational programs for youth
- Acting as science advisor/consultant: helping to make sure data-supported facts are included in our work, our projects, and outreach.
- Providing multi-species translocation expertise, including rattlesnakes and other reptiles
- Providing rattlesnake and reptile expertise for outreach and social media content. This has included offering safe rattlesnake handling trainings for non-federal and state parties and also providing snakes and materials for fairs and festivals, like Science in the Park.
- Writing and presenting Habitat Harmony positions for community hearings and developments, ie, reading letters to the city council when important habitat is proposed for strip malls (or protection!), etc.
- Creates and maintains volunteer list with all pertinent information