



Volunteer Position Description

Board Member – Secretary

June 2017

Position: Board Member - Secretary
Reports to: Board of Directors

Link to Mission

Senior Animals in Need Today Society (SAINTS) is an end-of-life sanctuary for senior and special needs pets and farm animals that have nowhere else to go. We deliver innovative approaches in health management, day-to-day care, housing, and living for our special residents. What makes us unique is we take the philosophy of human palliative care (addressing the mind, body, and soul) and apply it to animal medical care.

The role of the Board is to: provide leadership and oversight to SAINTS and its activities; represent the interests of its Members, and the broader community; ensure broad organizational accountability and transparency; and facilitate active and meaningful external relationships. Members of the board are passionate about SAINTS' mission and are committed to SAINTS' guiding principles: respect the animal's space; respect the animal as an individual; keep the animals, staff, and volunteers safe; and, do no harm.

This is an exciting time for SAINTS, as it builds on the current founding leadership and continues to meet the ongoing, and increasing, demand for care of senior and special needs pets and farm animals. In the coming two years, the SAINTS board will focus efforts on leveraging the strong volunteer and financial support from current donors, to build a solid foundation across board, management, and systems, to ensure the mission of the organization is sustainable well into the future.

The Secretary is responsible for ensuring effective records management systems and procedures have been established, are being consistently followed, and are in line with best practice and legal requirements.

Skills and Qualifications

- Ability to work as part of a team
- Excellent communication skills
- Strong organizational skills
- Attention to detail
- A focus on the future
- Knowledge of Senior Animals in Need Today Society (SAINTS)



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- In addition to the general skills noted here, specific background in one more of the following areas:
 - Not-for-profit Governance
 - Legal
 - Medical/vet background
 - Agricultural/farm
 - Strategic Planning
 - Building maintenance/construction
 - Fundraising

Time Commitment

5-8 hours per month for 2 years

Governance Roles & Responsibilities

- Commit to the mission, vision, and values of SAINTS.
- Oversee adherence to all policies and legal requirements.
- Prepare for and participate in Board meetings, Annual General Meetings, and Extraordinary Meetings.
- Support the hiring, monitoring, and evaluation of senior staff.
- Participate in strategic planning for the organization.
- Support the organization financially, at a level that is meaningful to them.
- Establish and approve operational policies.
- Identify and recruit prospective Board members.
- Participate in the annual Board self-evaluation.
- Be an ambassador for SAINTS – ensure involvement is known within their own network of friends and contacts.
- Keep informed about community issues relevant to the mission and objectives of SAINTS



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Official Records Management

- Maintain up-to-date copies of SAINTS' bylaws and policy statements.
- Keep record of Board attendance.
- Ensure there is an accurate record of each board meeting and decisions made.
- Ensure copies of minutes of Committee and Task Force meetings are kept.
- Ensure minutes of meetings are shared promptly after meetings.
- Ensures relevant annual reports and other filings are kept up-to-date with the BC Registry.

To apply: please submit your resume, together with a letter of interest outlining your interest in the board position to Sheila Kullar, Board Chair, sheilakullar@gmail.com.