



**Lakefield Animal Welfare Society**  
P.O. Box 9  
Lakefield, Ontario  
K0L 2H0

Phone: (705) 652-0588  
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[info@lakefieldanimalwelfare.org](mailto:info@lakefieldanimalwelfare.org)

July 2021

## **INFORMATION FOR PROSPECTIVE BOARD OF DIRECTORS MEMBERS**

1. Letter of Introduction
2. Introduction to Lakefield Animal Welfare Society (LAWS)
3. LAWS Board of Directors
4. Director Job Description



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October 2021

Thank you for your interest in Lakefield Animal Welfare Society (LAWS).

### **Board Structure and Commitment**

Board meetings are held monthly, every second Wednesday, in the evenings, typically from 4:00 to 6:00 p.m. The time commitment for board members is between 6 and 8 hours per month, which includes reviewing the meeting package, attending board and committee meetings and follow-up. Directors are encouraged to attend virtual and in-person community activities organized by LAWS.

The Annual General Meeting is held every year in October. All meetings are currently held virtually, using Zoom.

### **Positions Available**

The membership will be electing several positions for a two-year term. Board directors may serve two consecutive two-year terms. The positions will be filled based on a combination of an assessment of the candidate's experience, skills and identified priorities.

Please find an application form in this package. If you have any questions, please contact us at [info@lakefieldanimalwelfare.org](mailto:info@lakefieldanimalwelfare.org)

Best regards

Marilyn Strain  
President, Board of Directors, Lakefield Animal Welfare Society



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## **ABOUT LAKEFIELD ANIMAL WELFARE SOCIETY**

The Lakefield Animal Welfare Society (LAWS), founded in 1993, is a non-profit organization dedicated to rescuing homeless, abandoned, and injured animals in our community, and finding adoptive homes for them.

With a small paid staff, we rely on our caring and experienced volunteers every day. We are a “no-kill” shelter and work very hard at finding homes for even the most difficult to place animals. We do not believe that euthanasia is an acceptable method of population control but that spay and neuter is the only humane way to combat the problem.

We are governed by a nine-member Board of Directors and run strictly on donations, memberships and adoption fees. We do not benefit from any outside government or private-sector funding.

## **LAWS BOARD OF DIRECTORS 2021**

**TREASURER:**

Linda Twohey

**SECRETARY:**

Jacqueline  
Jacobson

**HUMAN RESOURCES:**

Courtney MacDonald

**ADVISORY/FOSTER:**

Mary Power

**FACILITIES:**

Carla Rinaldo

**PRESIDENT:**

Marilyn Strain

**VETERINARIAN or VET TECH:**

Kyla Nelson

**OTHER AREAS OF EXPERTISE NEEDED**

**EVENTS/FUNDRAISING:**

Vacant

**VOLUNTEER COORDINATOR:**

Vacant

## **DIRECTOR JOB DESCRIPTION**

### **AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for the Lakefield Animal Welfare Society (LAWS). As a member of the Board, a director acts in a position of trust and is responsible for the effective governance of the organization. Directors are obligated:

- To follow all policies and procedures, as outlined in LAWS' by-laws and policies.
- To participate in monthly Board meetings
- To participate in the Annual General Meeting.
- To act in the interest of LAWS' mission and values.

### **QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas of Board responsibility: finance, governance, human resources, marketing, fund-raising, events and volunteer management or other current strategic priorities of the Board.

### **TERM:**

All terms for directors will be for two years from their elected date. All directors will be automatically eligible for re-election for a second term.

### **MAJOR DUTIES:**

- Govern LAWS by the broad policies developed by the Board.
- Establish overall long and short-term goals, objectives and priorities for LAWS in meeting the needs of our community.
- Promote the mission of LAWS through community networking, etc.
- Adopt a pro-active, non-partisan and positive stance on sharing the impact LAWS' work in our community
- Ensure accountability for services provided and funds expended.
- Monitor and evaluate the effectiveness of LAWS through the regular review of programs and services.
- Participate in the cultivation of donors and supporters (may include thanking donors, participating in fundraising events, etc.).
- Be accountable and seek nominations for election to the Board when appropriate.

# BOARD OF DIRECTORS APPLICATION FORM

Name:

Address:

City:

Postal Code:

Cell Phone:

Home Phone:

Email:

Occupation:

## Skills and Experience

This tool is designed to help our Board assess the level of experience each director has in various skill areas, as well as the overall composition of the board as it relates to diversity of skills and experience. Please enter an X to mark the rating you give yourself.

For each competency, please provide a brief description of your rationale for the rating you have given yourself.

	High	Medium	Low/NA
<b>Belief in LAWS' Mission</b>			
<b>Board of Director Experience</b>			

	<b>High</b>	<b>Medium</b>	<b>Low/NA</b>
<b>Succession Planning</b>			
<b>Financial</b>			
<b>Fundraising</b>			
<b>Grant Writing</b>			
<b>Human Resources</b>			
<b>Leadership</b>			
<b>Legal</b>			
<b>Advocacy</b>			
<b>Marketing/PR/Social Media</b>			

	High	Medium	Low/NA
<b>Organizational Management</b>			
<b>Risk Management</b>			
<b>Strategic Planning</b>			
<b>Technology/IT</b>			
<b>Community Development</b>			

**Additional comments** (skills, experience, expertise, motivation, etc.)



