

Secretary

Responsible to keep the minutes of the meetings of the Board, ensure that all notices are duly given in accordance with the By-laws and as required by applicable state and federal law, be custodian of the corporate records, including without limitation, the articles of incorporation and the By-laws. The secretary is also responsible to keep a register of the names of the Directors of the corporation and the mailing addresses provided by them.

Treasurer

Responsible to establish one or more account(s) designated by the Board as necessary, to include a checking account for the disbursement and payment of items as authorized by the members of the Board, which shall have full authority to designate all authorized signatories on such account(s), receive and deposit in such account(s) all monies and securities held for the benefit of the Corporation, prepare a draft budget each year for approval by the Board, dispense funds in accordance with such budget and submit to the Board an annual report of the income and expenditures and liabilities and assets of the Corporation for the preceding year, and manage the relationship with the certified public accountant engaged by the Board and ensure that an audit of the Corporation's books and records is completed prior to the Annual Meeting.

Fund Raising Director

Develops and oversees projects, promotions, and functions that will result in additional financial support or subsidies for <Rescue Name>. He/she shall solicit and accept contributions from individuals and non-natural persons and through such other methods of fundraising as the Board may from time to time elect. The Fund Raising Director shall report to the Board all ideas and budgets pertaining to projects, promotions and functions. The Fund Raising Director shall be the designated purchasing agent for fund raising projects that have been approved by the Board.

Public Relations Director

Responsible for the continuity and management of all programs, projects, publications, advertisements, promotions and functions that the Board may elect to run. The Public Relations Director will document each project, publication (both internal and external) and/or event undertaken on behalf of the Corporation to provide a basis for the undertaking of a like project in the future. The Public Relations Director shall publish a newsletter to be distributed by mail or email at least quarterly.

Executive Director/Managing Director

Responsible for the Rescue's daily operations, high level partnerships and collaboration. The Executive Director/Managing Director reports to the Board of Directors and acts as the rescue's spokesperson.

Community Relations Director

Responsible for managing all aspects of his or her team's duties and obligations, developing programs and services for the community and maintaining the positive reputation of the organization.

Customer Service Coordinator

Responsible for providing quality customer service to the direct public by answering and responding to Rescue's phone number and voice mail and answering general email inquiries.

Surrender Prevention Coordinator

Responsible for developing and administering programs to reduce pet surrenders and to keep pets and families together, such as answering and responding to email and phone hotlines with resources related to behavior problems, moving, allergies, pet food banks and more.

Events Coordinator

Manages Events team and collaborates with other coordinators to schedule and plan events from start to finish, including awareness events, fundraising events and adoption events. Responsible for providing food at events and meetings; may delegate to their volunteer team as needed.

Administrative Director

Responsible for managing all aspects of his or her team's duties and obligation as listed below

- **Website/Email/Online Store Coordinators** – responsible for managing and updating the Rescue's websites, domain names, email accounts and online stores, including designing merchandise and logos, via the volunteer team.
- **Inventory Coordinator** – responsible for managing supply and paperwork inventory.
- **Legal Coordinator** – responsible for legal correspondence on behalf of the Rescue.

Adoptions Director

Responsible for managing all aspects of his or her team's duties and obligations.

- **Adoption Counselors** – responsibilities include reviewing applications, performing vet checks, home checks, background checks, interviewing applicants, scheduling meet-n-greets and handling the meet-n-greet and adoption process at events or in applicant's home.
- **Follow-up Coordinator** – using the Rescue's spreadsheet, contacts applicants with "pending" adoptions three to seven days into adjustment period (how's it going conversation)
- **Photography Coordinator** – track animals to determine which need photos or better photos and coordinate volunteer photographers to shoot and provide images.

Intake Director

Responsible for managing all aspects of his or her team's duties and obligations, as well as approving and denying requests for animal intake.

- **Medical Coordinator** – responsible for the medical needs of Rescue's animals, including communicating with caretakers, scheduling vet appointments and monitoring the Rescue spreadsheet for upcoming medical needs. Additional duties include sending medical reminders to adopters for first year following adoption, researching and partnering with veterinarians and updating the medical protocol for the Rescue.
- **Dog Behavior Coordinator** – responsible for evaluating incoming dogs, providing recommendations for potential placement, updating behavior forms as needed, communicating with fosters and adopters on behavior concerns and making home

- visits for behavior instruction as needed.
- **Cat Behavior Coordinator** – responsible for evaluating incoming cats as needed, providing recommendations for potential placement, updating behavior forms as needed, communicating with fosters and adopters on behavior concerns and making home visits for behavior instruction as needed.
 - **TNR Coordinator** – responsible for running the Trap Neuter Return program, including managing volunteer team to assess colonies, trap, secure recovery space, transport, assess adoptability and conduct returns or relocations.
 - **On-site Store Coordinator** – responsible for monitoring the store calendar to assure daily volunteer coverage, serving as point of contact for the store and volunteers, communicating with other coordinators as needed for transport, medical, behavior and adoptions, developing guidelines for cleaning criteria and managing supplies for the store cats.

Volunteering Director

Responsible for managing all aspects of his or her team's duties and obligations.

- **Volunteer Recruitment Coordinator** – responsible for recruiting new volunteers, providing, reviewing and approving applications and managing the volunteer database.
- **Training Coordinator** – responsible for developing training protocol for incoming and existing volunteers, providing training information and scheduling and tracking.
- **Volunteer Recognition and Retention Coordinator** – responsible for developing, updating and managing the volunteer recognition and retention program, including recording hours and researching low-cost ways to award and honor volunteers.
- **Foster Care Coordinator(s)** – responsible for appropriately placing incoming animals in foster care homes, maintaining constant communication with foster care families about current and potential foster pets, supply needs, bio information, medical and behavior needs and availability, managing the foster care database and managing the transport program .
- **Foster Care Families** – read, understand and adhere to the Foster Care manual, provide humane care and a loving home to rescued pets until adopted, communicate with coordinators and provide continuous information about your foster.
- **Transport Coordinator** – responsible for arranging transportation for animals to adoption meet-n-greets, events, vet appointments and foster care, as needed.