



PO Box 891  
Superior, WI 54880  
[www.hsdcpets.com](http://www.hsdcpets.com)  
(715) 398-6784

## **Humane Society of Douglas County, Inc. Board of Directors Application**

For any questions, please email the Board of Directors at  
[hsdcboardofdirectors@gmail.com](mailto:hsdcboardofdirectors@gmail.com)

**Thank you for your interest in serving on the Board of Directors for Humane Society of Douglas County, Inc. (HSDC).** The information you share here will help us select and maintain a Board with diverse skills and experiences.

### **The Humane Society of Douglas County, Inc's mission:**

The purpose of HSDC is the prevention of cruelty to animals, the relief of suffering among animals, and the extension of humane education.

It is the policy of HSDC to provide humane care and treatment for all animals needing protection in the area served by HSDC.

We also attempt to return lost animals to their owners, seek suitable homes for animals without owners, and offer humane euthanasia when necessary.

### **Board of Director Functions**

The HSDC Board of Directors is responsible for defining and upholding the organization's mission, values, and for providing overall leadership and strategic direction to the organization. In addition to setting policies and maintaining the organization's overall direction, the board establishes priorities and crafts strategies to ensure plans and programs are implemented. Board members participate in fundraising efforts, spreading the word about our work, using their connections to help the shelter, and potentially making their own personal donations. There is no financial compensation for an active member of the HSDC Board of Directors.

### **Below is a list of typical duties and responsibilities of an HSDC board member.**

- Meet at the shelter once a month at 5pm on the third Tuesday
- Volunteer a minimum of 15 hours each year and be an active participant for HSDC Fundraising Events for our fundraising events
- Be responsive via email
- Have access to Google Drive (via Gmail)
- Attend important City Council meetings, City Finance Meetings, and County meetings

- Look through our financials emailed monthly for errors or areas of concern
- Be physically and mentally present at all meetings. Be not only physically present at meetings but mentally present as well
- Serve on 2 of the following subcommittees: Finance, City Meeting/Contract, Policy and Bylaws, Auction/Event, or Executive (These are subject to change as board needs change)-such as “Policies” or “Budget”
- Most months the work is minimal for board members, however, we do have some busy times of the year where we each put in extra hours
- Vote on agenda items with the best interest of the shelter in mind
- Approve appropriate compensation and benefit policies and practices
- Familiarize self with organization’s by-laws and operational procedures
- Annually evaluate the performance of the Shelter Director and Fundraising & Events Coordinator
- Sign a conflict of interest statement and disclose any potential conflicts in advance to the board annually
- Commit to at least one three-year term Each board member is asked to commit to at least one three-year term
- After a year of service as a board member, HSDC offers 50% off adoption fees.
- Become a member of HSDC and pay annual Membership dues.
  - Each board member must be a member in good standing before the annual meeting each year. Options available for membership are: lifetime, individual or family annual membership.
- Complete the HSDC Volunteer Training Program Board members need to complete the HSDC Volunteer Training.

### **An overview of HSDC Fundraising events held each year**

- **Lake Superior Ice Festival (LSIF)** Canine King & Queen Contest and Felines of the Festival Contest (January): Virtual Voting Contest. Community Members enter their pets to potentially become the Featured LSIF Pet.
- **Paws for Love Virtual Auction (PFL):** This is our largest fundraising event of the year, and since we have moved to our virtual platform it just keeps growing!
- **Barks, Barrels & Buckles.** New event held at Head of the Lakes Fairgrounds. This event will be a large horse show open to all spectators for free
- **Member Appreciation Cookout:** New event we are hoping to have each June to celebrate and thank our HSDC Members and Community
- **Pet Look-A-Like Contest.** Virtual Voting Contest.

- **Cause for the Paws 5K Walk/Run:** This is a walk/run 5K with dogs. Participants can register and bring up to two dogs from their household with proof of current rabies vaccination.
- **Trunk or Treat at the Shelter:** The community comes to the shelter to trick or treat. Pets are welcome and encouraged to come.
- **Happy Howlidays Virtual Fundraiser:** This fundraiser is held online and includes specialty fudge, coffee, tea, and HSDC merchandise.
- **Santa Paws:** Photoshoot for families to bring their pets and get a holiday photo taken.
- **Culver's Dining to Donate:** Volunteers help Culver's drive through by delivering food to cars.

### **Park Clean Up**

The HSDC Board of Directors has collaborated with the City of Superior to adopt the park next to HSDC. This means the Board and Volunteers come together several times throughout the year to clean the park to maintain a clean environment for pets and their owners.

### **Fundraisers that we need everyone to Like and Share on Social Media:**

1. CoZzzy Comfy Sheet Set Fundraiser (Spring & Fall)
2. Grounds & Hounds Coffee Co. (continuing fundraising all year)
3. Harness Donation Platform (continuing fundraising all year)
4. AmazonSmile (continuing fundraising all year)
5. Quarterly Craft/Art Classes (15 people at a time)



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Name:

Address:

Phone:

Email:

**Interest in HSDC:** Please describe why you wish to join our Board of Directors and include any relevant past dealings or volunteer experiences you have had with HSDC

**Background:** Please provide a brief overview of your education, employment, and any professional training.

**Relevant Professional Skills:** Please describe any skills that you have that would be an asset to our Board of Directors. For example: Do you have Human Resources training, experience with law, accounting, fundraising, dog training, working at an animal shelter, other board experience, etc?

**Is there anything else** about your skills, energy, passion for animals, time availability, and/or involvement in the community that you think would help you make a positive contribution to the HSDC Board of Directors?

**Do you have any questions or comments for us?**

**Please attach a current resumé and submit this application to:**  
HSDCboardofdirectors@gmail.com email address.

**Humane Society of Douglas County, Inc.**  
Conflict Of Interest Policy

**Conflict of Interest Defined**

A conflict of interest may exist when the personal or professional concerns of a member of the Board of Directors (hereinafter, "Director") of the Humane Society of Douglas County, Inc. (hereafter, "HSDC") affects their ability to place the welfare of HSDC ahead of personal or professional benefit. Most often, concerns regarding conflicts arise whenever a Director is in the position to take action with respect to HSDC on an issue or in a transaction in which he or she has or may have a financial or other interest.

Conflicts of interest may also arise when another organization, nonprofit, or otherwise, in which a Director is involved, seeks to conduct business with HSDC.

Examples of potential conflicts of interest are:

- A Director, or family member of a Director, offers HSDC their services of any type for a charge, even if the charge of such service is at or below market value.
- A Director offers to sell or lease property that they or a family member own to HSDC. Further, even the appearance of a conflict of interest may be problematic for HSDC.

**The Importance of Avoiding Conflicts of Interest -**

HSDC recognizes that an effective Board cannot consist of individuals entirely free from at least perceived conflicts of interest. HSDC Directors are active, involved citizens who are likely to be affiliated with other organizations throughout the community, both on a personal and on a professional basis.

Two important principles come into play when dealing with conflict-of-interest issues. First, HSDC, like other nonprofit organizations, serves a broad public good. Second, all nonprofit board members owe a fiduciary duty to organizations they serve. Nothing can undermine the public confidence in a nonprofit organization more than a board member who has, or appears to have, a conflict of interest in a matter ending before the board. Accordingly, all decisions of the HSDC Directors must be made to assure the prudent management of the organization's resources and to promote the best interest of HSDC and the public good that this organization serves. In addition, conflicts of interest can create legal problems for both the affected Director and HSDC. For example, a contract involving a conflict of interest may be legally voided, leading to other complications as well, unless the affected Director and the remainder of the Board satisfy certain statutory criteria. Also, any actual or perceived self-dealing by a Director or other conflict may serve as a basis for lawsuits against the Director and/or the HSDC.