



DOGPAW Application

Position Title Applying For:

Name:

Address:

Phone:

Email:

Relevant Experience and/or Employment (please attach a resume if relevant)

Why are you interested in DOGPAW?

What areas of expertise/contributions do you feel you can make to DOGPAW?

What are your other volunteer commitments?

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For board use

- Nominee has had a personal meeting with a board officer or member. (date _____)
- Nominee has attended a board meeting. (date _____)
- Nominee has been interviewed by the board. (date _____)
- Action taken by the board: _____

BOARD OF DIRECTORS JOB DESCRIPTION

Overview: Board Members share these responsibilities, while acting in the interest of DOGPAW. Each member is expected to make recommendations based on his or her experience and knowledge within the community. However, due to job and personal commitments, it is understood that each member's time commitment may vary throughout their term. Therefore, serving on the Board is part of a changing process, which involves adaptability and commitment on the part of all Board Members.

Purpose: The Board is responsible for overall policy and direction of DOGPAW, and conducts routine operations.

Term: Three years, which may be renewed for consecutive terms, pending approval of the Board.

Commitment:

- The Board meets at least quarterly, at an agreed upon time and place. Meetings typically last 90 to 120 minutes.
- Board Members are asked to participate in the annual membership meeting, other special events or meetings, and committees, as they are determined.
- Each Board member is responsible for maintaining their DOGPAW email/calendar, at least every 72-hrs, to remain current on business matters.

Expectations:

- Participate in meetings/events on a regular basis, as able.
- Prepare well for meetings/events, and comment on minutes and reports.
- Participate and serve on committees, as necessary.
- Stay informed about the community and our committees.
- Willingly take on assignments, which you thoroughly complete on time.
- Build good relationships that constructively contribute to our mission.
- Help communicate, promote, and raise funds to support our mission.
- Become familiar with our financial and other resource needs.
- Understand the policies and procedures.
- Report to the Board, as necessary.
- Remain a current DOGPAW member in good standing.

Again, Board Members share these responsibilities, while acting in the interest of DOGPAW.

SITE MANAGEMENT TEAM JOB DESCRIPTION

- **Post name and number in kiosk and be available for calls from park users.**
- **Be prepared to handle calls regarding, aggressive dog problems, abandoned dogs, disagreements between dog owners, holes in fence and vandalism.**
- **Monitor and maintain kiosks, fill flyer boxes with pertinent information and DOGPAW brochures.**
- **Take calls from potential advertisers and route to appropriate DOGPAW members.**
- **Be available to lock or unlock vehicle gates when necessary.**
- **Plan park work days as needed, schedule workers, post information regarding work days, and supervise work projects. Post information regarding work days on email list and/or the web site.**
- **Regularly walk through the park and check for dangerous situations such as deep holes or damage to fences. Talk with park users about the importance of cleaning up after their dogs. Pick up dog piles and debris on a regular basis.**
- **Promote DOGPAW, ask park users if they are members, let everyone know that we are fully funded and operated by volunteers.**
- **Periodically, report the park status to the Board of Directors.**
- **Any changes must be addressed by the Board of Directors first.**