

## St. Francis Animal Shelter

PO Box 221      109 Flatiron Dr.

Buffalo, Wyoming 82834

307-684-1738

[sfas@collinscom.net](mailto:sfas@collinscom.net)

St. Francis Animal Shelter (SFAS) is a non-profit 501(c)(3) Shelter serving Johnson County. The mission of SFAS is to provide shelter, food and care for animals needing same, either directly or through adoption; to help owners locate and reclaim lost animals; to care for stray animals; to assist in the education of the public relative to local ordinances and laws of Wyoming governing control of cruelty to animals; to report violations of such local ordinance and laws to the proper authorities; to encourage animal control through a spaying and neutering program; to secure financing to maintain appropriate housing for the shelter, care, spaying and neutering of animals; to establish an adequate adoption system; to raise funds to accomplish the foregoing purposes; and any other non-profit purpose not prohibited by the State of Wyoming.

If you would like to help - SFAS would like to hear from you!

St. Francis Animal Shelter

## Board of Directors Job Description

SFAS Board members are nominated and voted onto the board by the existing board members and members. They are expected to attend board meetings, which will range from four to five a year., and to be a member of at least on committee which may meet a similar number of times. The Board shall normally consist of nine members.

Meetings are usually held at the SFAS office but may, on occasion, be held in other locations.

### **Basic requirements for SFAS Board Members:**

- A sincere awareness of and interest in the ethical treatment of animals.
- A sincere conviction that SFAS performs useful public services
- A concern with SFAS' role in the community.
- A skill/interest in areas such as fund raising, management, public relations, treatment of animal issues, etc.
- Ability and willingness to listen with an open mind.
- Ability and willingness to attend and participate in board and committee meetings.
- Willingness to make a firm commitment to helping achieve SFAS' goals and objectives.
- Ability to help the board make group decisions.
- Willingness to support and participate in fund raising activities.
- Willingness to commit 2-4 hours a month to board/committee meetings and associated functions.
- Ability to help develop and oversee policies and procedures of SFAS.
- Willingness to help ensure the financial stability of SFAS.

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**BOARD OF DIRECTORS APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please explain, in a brief paragraph, why you are interested in becoming a member of the SFAS Board of Directors and what you would bring to the organization. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note any special skills or qualifications that you feel would be beneficial to SFAS. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever served on the Board of a non-profit organization?

Yes NO If you answered yes please list Boards, dates served and offices you may have held. \_\_\_\_\_

\_\_\_\_\_

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The SFAS Board of Directors meets regularly once a quarter in the evening (with the general membership meeting again in the same month). Would attendance at these meetings present a hardship for you?

Yes No If you answered yes please explain. \_\_\_\_\_

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Membership on the SFAS Board of Directors is a volunteer position and there is no compensation for your time. Do you understand this and willing to donate time to the position? Yes No

The SFAS Board of Directors is responsible for the fiscal oversight of the Shelter operation and for fundraising activities. Have you actively had experience in these area? Yes No Would you actively participate in fundraising efforts to benefit SFAS? Yes No

I have read and understand the duties associated with being a SFAS Board of Directors member and agree to abide by the policies of the organization.

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Applicant's Signature

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Date