



Our Vision:
A Proven Leader in Animal Welfare

Our Mission:
Benton-Franklin Humane Society, established in 1966, is a private, non-profit adoption center located in Kennewick, WA. We are a no-kill shelter that receives no government funding. BFHS advocates for the humane treatment of animals through adoption counseling, educational outreach and community services. We promote exceptional pet ownership and work tirelessly to place our animals into loving, forever homes. Compassion and respect guide our actions as we strive to create a model humane community.

Application for BFHS Board of Trustees Position

Name: Home Phone:
Address: Mobile Phone:
City: State: Zip Code:
Occupation: Email:

Company Name: Phone:
Company Address: Fax:
City: State: Zip Code:
Job Title/Responsibility:

Please circle "Yes" or "No"

Are you willing to regularly attend monthly Board meetings?	Yes	No
Are you willing to serve additional hours as needed on committees?	Yes	No
Are you willing to attend strategic planning sessions?	Yes	No
Are you willing to make a financial commitment?	Yes	No

Why are you interested in serving on the Benton-Franklin Humane Society Board of Trustees?

Please provide a brief statement of your understanding of Benton-Franklin Humane Society's goals and objectives.

What aspect of animal welfare work do you feel is most important and why?

Please list previous experience in or with non-profit organizations.

What kinds of skills or expertise can you offer?

Where would this Board work rank among your priorities for time investment?

Are you aware of any personal or business conflict of interests you have with serving on the Benton-Franklin Humane Society Board? If so, would you be willing to remove yourself from that conflict?

How many hours per month, in addition to Board or Committee meetings, could you serve?

Application for BFHS Board of Trustees Position

Name: _____

Instructions: Please place an "X" next to all criteria applicable to your background.

Criteria Guide	X	Comments (optional)
Area of Expertise/Circles or Influence		
City/County/State/Federal Associations		
Civic/Volunteer Organizations		
Corporate/Business Involved in the Industry		
Education		
Finance/Accounting		
Fundraising		
Industry/Professional Associations		
Investments		
Legal		
Lobbying		
Management		
Marketing/Public Relations/Communications		
Media/Journalism		
Non-profit		
Team Player		
Service with Other Non-Profits (please list)		

Additional information you would like to share:

Please list three (3) references.

1)

2)

3)

Commitment to Serve

I, _____, recognize the important responsibility I am undertaking in serving as a member of the Board of Trustees of the Benton-Franklin Humane Society. I hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Trustee.

My Role

I understand that my primary role as a Trustee is 1) to contribute to the defining of the Benton-Franklin Humane Society vision and governing the fulfillment of that mission, and 2) to carry out the functions of the office of Trustee and/or Officer delineated in the Benton-Franklin Humane Society Bylaws. My role as a Trustee will focus on the development of Board policies that govern the implementation of institutional plans and policies. This role is separate and distinct from the role of the Executive Director who is tasked with determining plans of implementation.

My Commitment

I will exercise the duties and responsibilities of this office with integrity and due care. I pledge to:

- Establish as a high priority my attendance at all meetings of the Board of Trustees committees and task forces on which I serve.
- Come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, by having read the agenda and all background support material relevant to the meeting.
- Represent the Benton-Franklin Humane Society in a positive and supportive manner at all times in all places, recognizing that I am an ambassador of the Society.
- Observe parliamentary procedures as outlined in Roberts Rule of Order and display courteous conduct in all Board, committee and task force meetings.
- Refrain from intruding in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in compliance with Board policy.
- Avoid conflicts of interest between my position as a Board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the Board, and refrain from voting on matters in which I have a conflict.
- Support in a positive manner all actions taken by the Board of Trustees even when I am in a minority position on such actions.

- Agree to serve on at least one committee of task force, attend all meetings, and participate in the accomplishment of objectives. If I chair a committee or a task force, I will:
 - Call meetings bi-monthly or more frequently until objectives are met;
 - Ensure that agenda and support materials are distributed to all members one week in advance of the meetings;
 - Conduct the meetings in an orderly, fair, open and efficient manner; and
 - Make committee and task force progress reports/minutes to the Board of Trustees at their scheduled meetings, using the adopted format.
- Participate in 1) the annual strategic planning retreat, 2) Board self-evaluation programs, and 3) Board development workshops, seminars, and other educational events that enhance my skills as a Board member.

If for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position on the Board of Trustees.

Name

Date

BFHS Board Pledge Form (One Year)

Confidential

BFHS recognizes the many diverse contributions and skills that its Board members give to the organization, including time, knowledge, connections, staff support, ideas and perspectives, to name a few. We encourage creative forms of contributions and view them as essential to the future of BFHS. In addition, BFHS recognizes the importance of Board participation in fundraising.

Board member name: _____

My commitment to BFHS consists of the following pledge for a YEAR:

Current Giving

I will make an annual gift of \$ _____

Planned Giving

I will explore how I might include BFHS in my estate plans, through a bequest, gift of life insurance, assignment of retirement plan benefits, or other type of revocable or irrevocable gift, and I will encourage others to explore gift planning options.

Raising Money (check all that apply)

My goal is to help raise funds (not my own personal donation) in the following ways (i.e., host a fundraising party, solicit gifts from donors, gather pledges, etc.):

Disclosure of Potential Conflicts of Interest and/or Duality

Now therefore be it resolved: That the following policy of duality of interest in hereby adopted:

1. Any duality of interest or possible conflict of interest on the part of any Trustee should be disclosed to the other Trustees and made a matter of record, either through an annual procedure or when the interest becomes a matter of Trustee action.
2. Any Trustee having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
3. The foregoing requirements should not be understood as preventing the Trustee from briefly stating his/her position on the matter, nor from answering pertinent questions of other Trustees since his/her knowledge may be of great assistance.

Be it further resolved: That this policy be reviewed annually for the information and guidance of Trustees, and that any new Trustee be advised of the policy upon entering on the duties of his/her office. The President and the Secretary are authorized and directed to see that the foregoing policy is enforced.

Name

Date