



Nonprofit Board Member Form

Organization:	Pacific Wildlife Care	Job Category:	Board Secretary
Location:	1387 Main Street, Morro Bay	Date Posted:	10/12/17
Contact: (name and position)	Kimberly Perez President	Contact Information:	EMAIL: president@pacificwildlifecare.org PHONE: 805-748-7425

Organization website: pwinfo@pacificwildlifecare.org

About the Organization

Incorporated in 1987, Pacific Wildlife Care is SLO County's only organization licensed by Federal & State Departments of Fish & Wildlife, and medically equipped to rehabilitate injured, orphaned and oiled wildlife and release them healthy back to the wild. We are one of the few wildlife centers in California with a full-time wildlife veterinarian which provides expert and humane treatment of wildlife, and allows for a robust intern program. In addition, we serve as a member organization and one of nine primary care facilities for the Oiled Wildlife Care Network (OWCN) along the coast of California in the case of an oil spill in SLO County. With a staff of 5-6 employees (FT, PT and seasonal) and over 250 volunteers, we operate a Wildlife Rehabilitation Center and a telephone hotline (805)543-WILD that is available for the public to phone about questions and report distressed wildlife. The second part of our mission is educational outreach so by sharing our experiences, we inspire community participation to reduce harm to our wild neighbors.

SCOPE OF WORK

Basic Requirements:

- Ability to attend one-two meetings per month. Generally, Board meetings are the second Tuesday every month at 5:30 pm. but may require additional meetings in some months for strategic planning
- Participation at major events - two volunteer/staff recognition events, Annual General Meeting and select community outreach events
- Support fundraising efforts
- Involvement on one Board committee--Fundraising, Public Relations, or Volunteer Recruitment & Retention Committee
- Commitment to mission and vision
- Two-years (elected in even-numbered years)

Duties include:

- Custodian of all records and documents of the corporation
- Ensures records are complete, up-to-date and accessible to anyone with authority to access
- Ensures corporate compliance and filing of all required regulatory reports and legal documents
- Ensures that actions of the Board of Directors are documented
- Prepares and provides timely written minutes to Board members
- Manages the agenda and smooth and orderly conduct at the Board meetings
- Sorts organization website mail and forwards to the appropriate staff and committee chair