

We Adopt Greyhounds Inc. (WAG)

Board of Directors- Position Descriptions

The WAG Board of Directors positions consist of: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Administrative Director and Operations Director.

In addition to the items below, the WAG Board of Directors will carry out the common responsibilities of the Board of Directors as outlined in the [Roles & Responsibilities](#).

President:

- Presides over all meetings of the membership and board of directors
- Has general charge and supervision of the affairs of the organization, subject to the board of directors
- Assists other board members as needed to complete their duties

The range of hours per week can vary, but generally requires 2-6 hours.

Vice President

- Assists the president as needed
- Officiates in the absence of the president
- Solicit suggestions for and generate monthly BOD meeting agenda

The range of hours per week can vary, but generally requires 2-4 hours.

Recording Secretary:

- Takes notes/minutes at BOD meetings and the annual membership meeting
- Types up minutes of meetings and distributes prior to next meeting

The range of hours per week can vary, but generally requires 2-4 hours.

Corresponding Secretary:

- Sends out thank you cards for donations under \$100 (\$100 + donations require a special thank you for tax purposes that the Treasurer has been sending)
- Sends out acknowledgments for donations made in honor/memory of specific people or dogs
- Sends sympathy cards for the loss of a dog
- Sends out sympathy cards for the loss of a volunteer or member of volunteer's family
- Purchases and fills out a requisition form, or makes cards to be sent out
- Acquires mailing labels (make or supplied by Treasurer)
- Acquires stamps (usually supplied by Treasurer)

The range of hours per week can vary, but generally requires 4-6 hours.

Treasurer:

Accounting

- Issues checks for: reimbursements for dog supplies, mileage reimbursements, invoices for merchandise or services provided to WAG
- Dispenses petty cash
- Maintains PayPal account and performs related duties
- Inputs all information into QuickBooks for outgoing and incoming funds
- Prepares monthly P&L, detail reports and e-mails to the board prior to each monthly meeting
- Maintains all records of incoming and outgoing cash/check/credit card transactions, assuring that all receipts are received, verified and filed appropriately
- Verifies donations for all Corporate Matching Donations
- Writes letters and contacts check issuer to recover funds from any NSF checks
- Prepares the application for the “Annual Combined Federal Campaign”

Statutory

- Calculates and accrues all state sales tax
- Prepares the annual state sales tax filing, completed by January 31
- Works with accountant to complete and file annual IRS 990
- Ensures compliance with required state filings
- Assures proper insurance coverage and obtains insurance certificates as needed

General Office/Communication

- Collects mail from PO Box a minimum of twice per week
- Advises Corresponding Secretary of donations received via U.S. Mail and PayPal
- Sends the IRS required thank you/receipt for any donation of \$100 or greater
- Dispenses mail as necessary
- From September to approximately March, mails calendars as orders are received
- Records membership forms and payments as received
- Purchases supplies for Corresponding secretary or any board member as needed.
- Answers WAG 800 line as needed and dispense messages as needed
- Carries pager and respond as needed for lost or found greyhounds
- Orders annual shipment of calendars and WAG Wares and dog supplies as needed

The range of hours per week required for this position can be as few as 6 and often as many as 25, with an average of about 8-10 hours per week.

Administrative Director:

The Administrative Director is the primary board member responsible for volunteer coordination, media outreach & public relations, and event coordination to support and promote WAG’s mission.

Media Outreach & Public Relations

Primary point person for all media & PR activity, and responsible for managing and spreading information to the public

- Maintains standard PR materials and ensure WAG is represented positively
- Develops and distributes communications to various media outlets as needed—may include special or routine submissions per schedule
- Actively seeks opportunities to promote WAG; evaluate results and provides recommendations for future efforts
- Partners with webmaster to manage website content on a weekly or as needed basis
- Coordinates, writes and distributes weekly WAG newsletter via email
- Represents our organization in social media venues with Facebook being the primary focus—posts all events at least 48 hrs in advance, posts status updates at least weekly and monitors/responds to comments
- Ensures events are appropriately promoted and has print or photo coverage as needed

Volunteer Coordination

Primary point person and contact for all volunteer coordination and related activities

- Responsible for recruiting, training, and retaining volunteers
- Designs and maintains training materials for volunteers such as FAQ document (for speaking to the public about WAG) and relevant operating procedures
- Develops and manages volunteer appreciation and recognition practices
- Designs volunteer data tracker and updates quarterly or as needed
- Develops and maintains relationships with volunteers; matches interests with opportunities and WAG's needs

Event Coordination

Primary point person for event management; focus is on, but not limited to annual events such as, the WAG Gathering and WAG Roo Fest

- Partners with volunteers and board members to plan events, design schedule, coordinate volunteer participation, and oversee all event logistics as necessary
- Ensures all routine events such as Meet & Greets and WAG Walks have point of contact and volunteer coverage
- Maintains and manages Google events calendar
- Collaborates with other board members to develop operating procedures for Meet & Greets and general event practices
- Actively seeks event opportunities that would be aligned with WAG's mission and maintains at least 2-3 events per month with adequate presence in the CT area
- Identifies and secures venues for events
- Manages the design and timely distribution of event promotional materials, such as invitations and flyers, to vendors and participants

The range of hours per week can vary; especially annual event times, but generally requires 6-8 hours.

Operations Director:

The Operating Director is the primary board member responsible for coordinating initial: dog acquisition, vetting, and housing; along with adoptions and fostering.

Dog Acquisition:

- Maintains contact with greyhound kennel workers, racing owners, breeding farm workers, and other adoption groups willing to transfer or transport dogs looking for homes.
- Coordinates vet care (if dogs will be pre-vetted before coming to WAG), coordinates cat-testing, coordinates personality profiles, obtains racing names, and obtains photos if possible.
- Maintains close contact with foster homes; tries to request dogs that meet needs of foster homes (cat-friendly, long work day, no fenced yard, etc).
- Obtains health certificates for dogs arriving from out of state (one copy forwarded to CT Dept Agriculture, one copy held by WAG for minimum of 3 years).

Dog Vetting:

- If possible, dogs will be pre-vetted before coming to WAG. Necessary procedures include spay/neuter, 4Dx snap test, dental cleaning, and vaccines.
- Dogs in foster care visit WAG-approved veterinarians (Bolton Vet or Cheshire VCA) on an as-needed basis, or for emergencies. Operations Director is notified of any issues by foster home.
- New foster dogs must visit a CT vet for a new health certificate within 48 hours of arrival within the state. Foster dogs must also be certified healthy by a veterinarian every 90 days in foster care, and within 15 days before adoption. Operations Director maintains all associated paperwork for a minimum of 3 years, in case of CT DOA audit.
- Maintains working relationship with other specialty veterinarians (orthopedic surgeons, neurologists, ophthalmologists, etc). Works with foster homes to coordinate scheduling and transport to these veterinarians, if necessary.

Dog Housing:

- Coordinates housing for dogs coming to WAG (breeding farms, boarding kennels, overnight volunteers in other states, etc).
- WAG dogs in CT are housed in foster homes (see foster homes section below).

Adoptions Coordinator:

Primary point person for adoptions representatives, home visits, and adoption paperwork

- Receives all incoming adoption applications (via internet or mail) and adoption questions via phone or email. Adoption applications are assigned to adoption representatives based on several criteria (skill level, availability, location, etc).
- Handles or oversees contact with owners looking to surrender their dog.
- Maintains contact with adoption reps about status of applications, foster dog information and availability, foster home availability, etc. OD advises adoption reps in case of any issues or concerns with applicants or adopters.
- Provides adoption paperwork, WAG tag, etc, to adoption reps.
- Retains all original signed adoption contracts, signed owner surrender forms, and maintains a database of adopter and dog info for quick access.

- Updates database as dogs are adopted, returned, die, as adopters change mailing addresses, etc.
- Retains copies of vet paperwork for each dog adopted out by WAG. Retains copies of health certificates for a minimum of 3 years.

Foster Program Coordinator:

Primary point person for foster homes, vets & medications, and food for foster dogs

- Maintains copies of signed fostering agreements
- Assists foster home with any behavioral or other issues with foster dog. Foster home keeps OD informed about dog's interactions with other animals, people, about any adoption interest, etc.
- Coordinates transport of foster dogs to events, home visits, vet appointments, etc, if foster home is unavailable
- Authorizes vet visits and medications. Provides certain medications (dewormer, Interceptor, Frontline, etc) directly to foster home
- Provides food to foster homes (either through PetFlow.com online ordering system, or with a food permission form that can be used by foster home at Appalachian Tails pet store in Glastonbury, CT). Foster homes may pay for their own food if they wish, or purchase food and later be reimbursed by WAG.
- Obtains other foster dog supplies (crates, leashes & collars, etc) as needed. Uses petty cash or fills out Requisition form for items to be purchased.

The range of hours per week required for this position can be as few as 6 and often as many as 35, with an average of about 12-18 hours per week.