



Humane Society of Sarasota County

Board of Directors Application

Thank you for your interest in serving on the Board of Directors of the Humane Society of Sarasota County (HSSC). This application is designed to provide a clear understanding of Board expectations and to help the Governance Committee evaluate experience, readiness, and alignment with the organization's mission and strategic priorities.

I. Board Purpose

The Humane Society of Sarasota County (HSSC) Board of Directors serves as the organization's governing body, providing strategic leadership to advance the mission and ensure long-term sustainability. The Board focuses on mission impact, financial stewardship, organizational accountability, and future-focused planning.

In partnership with the Executive Director, who manages day-to-day operations, the Board establishes policy, sets strategic direction, and monitors organizational performance to ensure effectiveness, integrity, and compliance.

II. Board Composition

The Board is composed of up to 25 voting members. Directors serve two-year terms and may serve up to four consecutive terms, supporting continuity and thoughtful leadership succession.

III. Core Responsibilities

Board members are fiduciaries of the organization and are expected to uphold the highest standards of care, loyalty, and obedience to mission.

Responsibilities include:

- Providing strategic oversight and long-term vision
- Ensuring financial health, fiscal sustainability, and protection of organizational assets
- Monitoring organizational performance and compliance as a 501(c)(3) nonprofit
- Supporting, evaluating, and partnering with the Executive Director
- Actively participating in Board and committee meetings
- Serving as ambassadors and advocates for HSSC within the community

Board members are expected to speak positively about and actively promote the organization's mission, programs, and strategic priorities.

IV. Ethical Conduct and Confidentiality

Board members are entrusted with sensitive and confidential information and are expected to maintain strict confidentiality regarding Board deliberations, personnel matters, donor information, and other non-public organizational information. This commitment is essential to maintaining trust, encouraging candid dialogue, and protecting the organization's reputation.



V. Time and Financial Commitment

Meetings and Engagement

- Monthly Board meetings, typically beginning at 12:30 p.m.
- Service on at least one standing committee (Development, Finance, or Governance)

Philanthropic Leadership

- 100% Board participation in annual giving is required
- Each member is expected to meet a minimum annual give/get requirement of \$3,000, satisfied through a personal financial contribution or by securing a new donor.
- Board members are also encouraged to support fundraising and relationship-building efforts through advocacy, introductions, and community engagement.

VI. Applicant Information

Full Name: _____

Preferred Name (if any): _____

Home Address: _____

City / State / Zip: _____

Email: _____

Preferred Phone: _____

Length of residency in Sarasota County or surrounding area: _____

VII. Education & Professional Background

Education, degrees, or relevant training:

Current employer and position:

Relevant previous professional experience:

Résumé attached: ☐ Yes ☐ No



VIII. Community & Organizational Experience

Professional, civic, or volunteer organizations and roles held:

How did you learn about this Board opportunity? If referred, by whom?

Have you visited HSSC or participated in HSSC events? ☐ Yes ☐ No

If yes, please describe:

IX. Board Motivation & Alignment

Why are you interested in serving on the HSSC Board of Directors?

How do you believe your experience, skills, or relationships could benefit HSSC?

X. Board Readiness & Commitment

Can you commit to monthly Board meetings held at 12:30 p.m.?

☐ Yes ☐ Maybe (explain) ☐ No (explain)

Comfort level communicating with donors or public stakeholders:

☐ Very comfortable ☐ Comfortable ☐ Prefer smaller groups

Board Engagement & Event Participation

Board members are expected to actively support HSSC's visibility, fundraising, and community presence through participation in key events throughout the year. Expectations include:

- **Signature Fundraising Events:**

HSSC hosts two annual Signature Events. Board members are strongly encouraged to attend both Signature Events and are required to support at least one through **paid attendance or sponsorship**.

- **Community & Friend-Raising Events:**

Board members are encouraged to participate in community engagement and "friend-raising" events hosted by or in support of HSSC. Examples include the Holiday Open House, Sarasota Holiday Parade, and other outreach opportunities.



Attendance at a minimum of three (3) community events per year is strongly encouraged, either at the shelter or in the community.

Participation in these events supports donor relationships, public awareness, and the organization's mission impact.

XI. Committee Interests

Please indicate committees of interest:

☐ Development ☐ Finance ☐ Governance ☐ Open to future leadership roles

XII. Skills & Expertise (check all that apply)

Governance & Leadership:

☐ Board Experience ☐ Strategic Planning ☐ Executive Leadership ☐ Risk Oversight

Finance & Legal:

☐ Accounting / Audit ☐ Investment Oversight ☐ Legal Expertise

Community & Advancement:

☐ Fundraising ☐ Donor Relations ☐ Grant Writing ☐ Events ☐ Media / PR

Operational & Technical:

☐ HR / People & Culture ☐ Marketing / Communications ☐ Technology / Data ☐ Facilities

Animal Welfare:

☐ Veterinary / Shelter ☐ Animal Advocacy

Other skills or strengths:

XIII. Conflict of Interest Disclosure

Do you or your employer have any business or financial relationship with HSSC? ☐ Yes ☐ No

If yes, please explain:

Are there any potential conflicts of interest that should be disclosed? ☐ Yes ☐ No

If yes, please explain:



XIV. Legal & Regulatory Disclosures

1. Within the past ten (10) years, have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated as a result of any felony offense, regardless of adjudication?

☐ Yes ☐ No

2. Within the past ten (10) years, have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated as a result of any crime involving fraud, theft, embezzlement, misappropriation of property, or charitable solicitation misconduct?

☐ Yes ☐ No

3. Have you ever been enjoined, restricted, or prohibited from soliciting charitable contributions or administering charitable assets in any jurisdiction?

☐ Yes ☐ No

If you answered yes to any of the above, please attach required documentation and a written explanation.

XV. References

Reference 1: Name / Phone / Email / Relationship

Reference 2: Name / Phone / Email / Relationship

XVI. Acknowledgment & Signature

I certify that the information provided is accurate and complete to the best of my knowledge. I understand the responsibilities, attendance expectations, financial commitment, and fiduciary obligations associated with Board service, and I agree to uphold confidentiality and ethical standards.

Signature: _____ Date: _____

Printed Name: _____

Completed applications may be submitted to:

Leslie Dutchcot, HSSC Governance Chair

Humane Society of Sarasota County

Email: Leslie.dutchcot@53.com