



## **The Governance & Board Relations Intern**

### **Position Summary**

The Governance & Board Relations Intern position is intended to introduce the incumbent to the process of board governance, non-profit budget construction, and governance/policy activities of the Athens Area Humane Society, a beloved nonprofit organization serving the Greater Athens area since 1899. The appointment will provide the incumbent with an experience that will enhance his/her career in the nonprofit sector and help/him/them develop leadership skills that could lead to later participation as a CEO, COO, committee chair or a board member of a non-profit organization.

### **Roles & Responsibilities**

The Governance & Board Relations Intern's responsibilities will include the following activities:

- Attend all board meetings.
- Provide logistical support during meetings, including copy-editing board packet materials and coordinating meeting logistics and set-up.
- Be informed about the organization's mission, strategic plan, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Makes serious commitment to participate actively in at least one committee of the intern's choosing and offer to take on special assignments.
- Serve as an AAHS ambassador and engage others about AAHS's mission and programs.
- Keep updated on best practices in nonprofit board leadership and laws influencing governance and directors' fiduciary responsibilities and duties of care and loyal.
- Follow organizational conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements and understanding the budget process.
- Understand the board's annual evaluation and planning efforts.
- Write a biannual Intern Perspective for AAHS digital/print newsletter and social media.
- Support the Governance team's data collection and knowledge management, strengthen the Team's learning systems, and help foster a culture of learning and evaluation.
- Research issues in key policy areas relating to the Governance Team's strategic objectives.

### **Qualifications**

- Ability to listen, think clearly and creatively, and work collegially with individuals and groups;
- Willingness to cultivate and maintain personal and professional relationships that can be strategically leveraged to amplify mission impact;
- Flexibility and eagerness to learn and highly self-motivated to 'level up' in professional skillsets;
- Proficiency in Google (Docs, Drive, Calendar, Gmail, etc.) and Microsoft (Excel, Word, Powerpoint);

- Willingness to prepare for and attend board and committee meetings, ask incisive and direct questions, take responsibility, and follow through on a given assignment;
- Possess compassion, integrity, a spirit of servant leadership, and commitment to teamwork. These attributes form the cornerstone of AAHS's core values;
- Sensitivity to and appreciation of a diversity of eclectic perspectives and beliefs;
- Developed sense of values and commitment to improving the nonprofit sector through courageous, compassionate leadership;
- Sense of humor and, of course, a deep and abiding appreciation for the ability of the indelible bond between pets and people to transform individuals and strengthen community connections;

## **Selection & Application Process**

The appointment is a 12-month, 300-hour/year commitment that begins in September every year and concludes at the end of August of the following year. Members of the selection committee, including the AAHS President, CEO, and Director of Finance & Operations will review all applications and select the top candidate.

The ideal candidate should be a self-motivated, curious, and incisively thinking professional, with a keen eye for detail and a strong interest in developing leadership skills. These interests should be evident in activities and accomplishments prior to the application. The applicant must attend AAHS board meetings (remotely or in person), held on the second Thursday of January, March, May, July, September, October, and December, from 2-4 PM\*. In addition, there is one board/staff retreat every year.

Required Application Materials: 1) cover letter\*; 2) resume; 3) contact information for three professional references, preferably from previous employers and/or sponsoring faculty, and 4) two to three proposed topics for future "Board Intern Perspective" columns.

\*Cover Letter: While the cover letter should reflect the applicant's personality and particular interests in serving with the Athens Area Humane Society, it should also discuss the applicant's broader background, experience, interest and career goals and why the applicant is the *best* candidate for the position.

## **Physical Demands & Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

## **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### **Diversity, Equity & Inclusion Statement**

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.