



Board Member Handbook

A Guide to Service and Impact



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WHO WE ARE

Mission

To promote the welfare of companion animals through protection, advocacy, education, and by example.

Vision

A humane home for every adoptable companion animal in Napa Valley.

As a premier advocate for companion animals in Napa County, Napa Humane envisions communities where:

- Every companion animal is a wanted animal, residing in a humane household.
- No companion animal suffers abuse or neglect.
- All companion animals have access to fundamental health care.
- Lost companion animals are swiftly reunited with their families.
- People form lifelong, loving bonds with their companion animals through increased understanding.
- Sheltered animals are the first choice for adopters.
- Companion animals are protected during disasters.
- All those dedicated to animal welfare collaborate effectively.

Napa Humane Board Member Core Values



Committed

Board Members are deeply dedicated to ending pet homelessness and suffering. Your role requires time, expertise, and vision to advance Napa Humane's mission. As a leader, you inspire impactful decisions that create a better world for companion animals and their people.



Anticipatory

Board Members focus on building a sustainable future for Napa Humane by identifying opportunities and challenges in governance, fundraising, and strategy. Embracing change as a growth opportunity ensures forward-thinking leadership aligned with long-term goals.



Amicable

We foster a collaborative and respectful environment. Board Members communicate constructively, value differing perspectives, and build strong partnerships with staff, members, and stakeholders. Mutual respect and shared purpose drive our work.



Compassionate

Compassion guides Napa Humane's mission. Board Members make empathetic decisions, considering impacts on the organization, the team, and the animals and community we serve. Valuing diverse viewpoints ensures kindness and humanity remain central to governance.

Board Member Responsibilities



Oversight and Governance

- Ensure alignment with Napa Humane's mission and vision.
- Establish broad policies to guide the organization.
- Approve budgets, oversee financial performance, and safeguard organizational assets.
- Mitigate risks through appropriate policies and controls.

Strategic Planning and Direction

- Collaborate with leadership to establish and assess on long-term strategic goals.
- Regularly assess organizational progress and adjust strategies as needed.

Leadership Oversight

- Hire, support, and evaluate the Executive Director.
- Conduct annual evaluations of leadership effectiveness.
- Plan for leadership succession

Fundraising and Development

- Cultivate and steward donors to strengthen funding. OR Build and strengthen donor relationships
- Participate in securing Or Actively secure financial resources essential to sustain Napa Humane's programs.
- Support staff in executing fundraising initiatives

Board Member Responsibilities



Advocacy and Ambassadorship

- Enhance Napa Humane's visibility and reputation within the community.
- Serve as an ambassador at events and community functions

Compliance and Accountability

- Ensure legal and ethical compliance.
- Evaluate and monitor program effectiveness.
- Transparently communicate progress and challenges with stakeholders.

Board Development

- Recruit, onboard, and develop diverse and skilled members.
- Evaluate the Board's effectiveness and governance practices.





Essential Policies for **Board Oversight**

Ensure the following policies are in place and regularly reviewed:

Governance: Bylaws, Conflict of Interest Policy, Board Member Roles and Responsibilities.

Financial: Financial Management Policy, Investment Policy, Reserves and Endowment Policy, Whistleblower Policy.

Operational: Code of Ethics, Document Retention and Destruction Policy, Risk Management Policy.

Fundraising: Gift Acceptance Policy, Donor Privacy Policy.
Program and Service Delivery: Program Evaluation Policy, Client and Volunteer Policies.

Personnel: Compensation Policy, Anti-Discrimination and Harassment Policy.

Compliance: IRS and regulatory compliance.

Individual Fundraising Commitment

Fundraising is a core responsibility of the Board of Directors, with each year's annual budget including a specific fundraising goal that the Board will set for themselves. This goal underscores the vital role Board Members play in bringing new financial resources to Napa Humane, supporting the organization's long-term sustainability and growth.

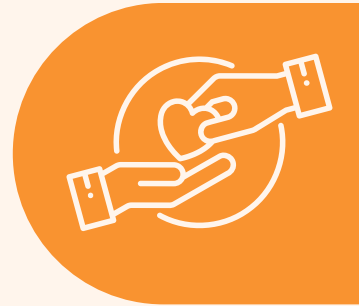
Board Members are expected to give at a level that is meaningful to them, demonstrating their personal commitment to Napa Humane's mission. While individual contributions will vary, we encourage annual giving to begin at \$1,000 as a guideline to help ensure Napa Humane has the resources needed to thrive.





Ways to make your **Contribution**

Board Members make a personal financial (cash value) contribution using one or more of the methods detailed below. These can be distributed on a schedule that fits your needs, including monthly, quarterly, or annually.



Gifts of cash

- Can be made online or over the phone for card transactions or by cash or check through the mail or in person
- Gives you flexibility on how and when you support

Gifts of stock, securities, and mutual funds**

- Gifts of assets can often save you far more on taxes than gifts of cash
- Avoid all capital gains taxes
- Receive an income tax deduction for the value of the assets (if you've had them for more than a year)

Donor Advised Fund disbursements**

- Retain the flexibility to make grant recommendations over time
- Receive an immediate tax deduction when contributing to your fund

QCD from retirement accounts**

- Reduce taxable income
- Counts towards your Required Minimum Distribution for the year
- Note: Must be 70.5 or older to be eligible

Cryptocurrency**

- Potentially receive a federal income tax deduction equal to the full fair market value
- Avoid paying capital gains tax on an appreciated asset

**Learn more at: <https://napahumane.mygiftlegacy.org/>

Creative Fundraising Options



Additionally, Board Members can support the organization through other creative fundraising methods, including, but not limited to, the options below.



Personal Campaigns: Create and share personalized fundraising pages to engage your network.

Sponsorships: Fundraise for specific programs or needs.



Events: Host small gatherings or pop-up fundraisers to generate support.

Social Media: Leverage online platforms for fundraising campaigns.



Workplace Giving: Advocate for Napa Humane in workplace and encourage and secure matching gifts from employers to amplify your impact.

Personal Challenges: Undertake unique activities (e.g., a hike or pet-themed marathon) and seek sponsorships.



Birthday Fundraisers: Dedicate special milestones to Napa Humane and encourage donations in lieu of gifts.

Support for Success

Napa Humane's Development Director is available to assist with brainstorming ideas, providing training workshops, offering toolkits, and creating personalized execution plans.

By contributing to and collaborating on the annual Board fundraising goal, you help ensure Napa Humane continues to thrive, grow, and transform the lives of companion animals and their people.



Supporting the Development Plan

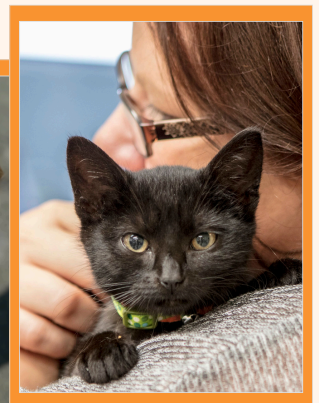
In addition to personal fundraising commitments, Board Members are also expected to actively support Napa Humane's Development Plan. This plan is designed to align with the organization's goals and ensure every Board Member has a role in advancing the mission.

Board Members will select specific tasks from the "Development Plan - Support Sign-Ups" sheet each quarter to commit to throughout the year, ensuring participation in ways that match their interests, expertise, and availability. These activities are a separate expectation from personal financial contributions, further demonstrating leadership in securing resources for Napa Humane.

Why It Matters

By supporting the Development Plan through these tailored actions, Board Members enhance Napa Humane's fundraising capacity and strengthen its ability to meet financial and programmatic goals.










Together, these dual expectations—fundraising commitment and support for the Development Plan—ensure a unified and comprehensive approach to sustaining Napa Humane's impact for companion animals and their people.



Advocacy for Napa Humane

At Napa Humane, advocacy means creating awareness, inspiring responsible pet ownership, and promoting compassion for animals. Through outreach and education, we aim to empower our community and build a more humane world.

How You Can Advocate:

-  Share, comment on, and like Napa Humane's social media posts.
-  Mention Napa Humane's work in conversations with friends and colleagues.
-  Invite others to attend our events or fundraisers.
-  Represent Napa Humane at community gatherings, tabling events, or networking events.
-  Distribute brochures or flyers in your community.
-  Promote workplace giving programs or matching gift opportunities.
-  Connect Napa Humane with influencers or community leaders.
-  Engage professional networks to introduce Napa Humane to potential funders or partners.
-  Write letters of support or guest columns to amplify our mission.

**Every action, big or small, helps create a brighter future
for companion animals and their people.**

Lending your Professional Expertise

As a Board Member, your professional expertise is a valuable resource for Napa Humane. While your role is not to oversee day-to-day operations or direct staff, you may be called upon to offer insight or guidance in areas aligned with your skills and experience.

This collaboration is initiated at the request of staff, ensuring that your contributions are focused, relevant, and supportive of Napa Humane's goals and priorities. By providing constructive input and working in partnership with the team, you help enhance the organization's capacity to address challenges, seize opportunities, and strengthen its impact.

Your willingness to share your knowledge in this way underscores your commitment to Napa Humane's mission and the success of our shared efforts.

Access to Board Materials

All board materials are available on Napa Humane's Shared Drive. Please contact the Executive Director for access and to ensure you have the resources needed to stay informed and prepared.

Thank You!

On behalf of the entire Napa Humane team, thank you for choosing to share your time, talents, and passion with us. Your dedication to our mission helps create a brighter future for pets and their families in our community.

We are deeply grateful for your commitment to animal welfare and the invaluable support you bring to our organization. Together, we can achieve incredible things for the animals who depend on us.

Welcome to the Napa Humane Board of Directors. We're thrilled to have you on our team!

Contact Information:



707-255-8118 x 201



wpiscia@napahumane.org



www.napahumane.org



Board Member Acknowledgement and Commitment

By signing below, I acknowledge that I have received, read, and understand Napa Humane's Board of Directors Onboarding Kit. I commit to upholding the mission, vision, and core values of Napa Humane and fulfilling my responsibilities as outlined in this document.

I understand that as a Board Member, I play a vital role in the governance, strategic direction, and financial sustainability of Napa Humane. I pledge to contribute my time, skills, and resources to advance the organization's mission and to act as an advocate for the welfare of companion animals in our community.

Furthermore, I agree to actively participate in fundraising and development efforts, make a personal financial contribution, and engage my network to support Napa Humane's mission. I commit to serving with integrity, compassion, and collaboration in all aspects of my Board duties.

Signature: _____

Name (Printed): _____

Date: _____



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