

Expectations: County Commission Appointed Member Warrensburg Animal Rescue (WAR) Board

Background

As identified in Section 5 of the 2023 Animal Shelter Operations Cooperative Agreement:

*Contractor agrees that County shall be entitled to select an individual for appointment to the Board of Directors as a voting member ("County Board Member"). The Member shall have all rights and responsibilities of any board member. Contractor agrees to amend its by-laws and take all other necessary and appropriate actions required in order to effectuate the purposes and intent of this paragraph. Contractor shall have the right to notify the County in writing of material concerns regarding the County Board Member based upon reasonable cause and circumstances. The **Contractor Bylaws are attached hereto as Exhibit J.** The parties understand and agree that the County Board Member will not be appointed until the next vacancy in the Board of Contractor occurs. Until such time that a vacancy exists, the parties understand and agree that County shall be entitled to appoint an individual to the Board of Directors as an ex-officio, nonvoting member ("Ex-Officio Member"). The Ex-Officio Member shall have the right to receive all notices and agendas of meetings of Contractor, shall have the right to attend and participate in all meetings of the Board, whether open or closed, shall have the same right of access to all records and documents of Contractor, shall have the right to report any such relevant information to the County, and shall have all rights and privileges of a member of the Board except as specifically limited in this paragraph. The County Board Member or Ex-Officio Member shall not be entitled to participate in any closed meeting of the Board solely with respect to the negotiation of this Agreement or any amendments to it or any dispute between Contractor and the County regarding the interpretation, enforcement, or performance of the duties and obligations of the parties to this Agreement, and further provided that County Board Member or Ex-Officio Member shall not be entitled to participate in closed meetings of the Board regarding discussions and decisions made in anticipation of litigation at closed meetings where legal counsel for the Board is present at the closed meeting, however, after the closed meeting, Contractor shall provide the County with a written report disclosing the outcome of the closed meeting discussion.*

Qualifications (excerpt from WAR Bylaws dated as accepted April 24, 2023)

No person shall be eligible to become or remain a director or hold any position of trust within WAR who:

- Is not a resident of Johnson County MO.
- Is not a volunteer in good standing of WAR.
- Is in any way financially interested in a business which can be motivated to harm WAR.

Member Requirements

- Attend at least 75% of WAR board meetings held during a single calendar year.
- Report, within one week of each meeting, to the County Commissioners in a scheduled public meeting which will be open to the public.
- Serve at the pleasure of the Johnson County Commission for a one (1) year term starting January 1st and ending December 31st; reappointment may be considered.

Member Expectations

- Maintain residency in Johnson County, Missouri
- Familiarize yourself with the current year's Animal Shelter Services Agreement
- Stay informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees or task forces as needed
- Keep up to date on developments in the organization
- Follow the bylaws of the organization
- Refrain from making special requests of the shelter staff
- Refrain from micromanaging shelter operations, staff or management
- Maintain ethical integrity and accountability
- Assist with effective organizational planning

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- Report board meeting action to Commission
- Enhance organization's public standing
- Assist with determining, monitoring, and evaluating organization's programs and services
- Communication protocols
 - Agenda (County) Items – To request items to be on the Commissioner's agenda, please contact the County Clerk's office (660-747-6161, jpowers@jococourthouse.com)
 - Commission – Please communicate with the Commission as a whole (to include emails* and phone calls) so they all have a firsthand account of conversations involving WAR.
 - Warrensburg Animal Rescue Board, Legal Counsel, Staff – any communications directed to the Member should be shared with the County Commission. The Member should not speak on behalf of the County in a manner that indicates decision-making ability. (see "Represent the County" below for clarification)
 - Public – information discussed in closed session is not public information other than that allowed under 610 RSMo.
 - Legal Counsel (County) requests should be directed to the County Commission in writing to present to legal counsel
- Attend at least 75% of WAR all board and committee meetings and functions, such as special events held during a single calendar year
 - Provide report to the Commission
 - Share personal experience or knowledge that could enhance shelter operations or fundraising
- Represent the County
 - County Representative should present themselves in a professional manner in all board member roles
 - Information that the Commission desires to convey to WAR will be done in writing
- Report to the County Commission, within one week of each meeting via email*, or in a scheduled meeting by Zoom or in person, open to the public
- Attend the monthly shelter update with WAR and the County Commission
- Serve at the pleasure of the Johnson County Commission for a one (1) year term starting January 1st and ending December 31st; reappointment may be considered
 - The intent for serving is to observe the meetings and report to the Commission. You are not being asked to speak for Johnson County or the County Commission to WAR.

*When directing information via email, please send to the following: presiding@jococourthouse.com, western@jococourthouse.com, eastern@jococourthouse.com and copy_dthompson@jococourthouse.com and jpowers@jococourthouse.com

Name _____ Phone _____

Address _____ Email _____

I understand the appointment will require substantial effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position. I understand that failure to meet the County Appointed Member Requirements may result in appointment rescission.

Signature _____ Date _____

Application: County Commission Appointed Member Warrensburg Animal Rescue (WAR) Board

All questions and blanks must have a response for the application to be considered.
If a question is not applicable, please indicate your response as not applicable with "n/a."

Name _____ Phone _____
Address _____ Email _____

Have you read and understood the Expectations: County Commission Appointed Member – Warrensburg Animal Rescue (WAR) Board? YES NO If you have questions or concerns regarding the expectations, please list them below:

Are you a resident of Johnson County, Missouri? YES NO

WAR Board Meetings are regularly held on the third Thursday of each month at 6 PM. Can you attend the regularly scheduled meetings? YES NO

If appointed, do you agree to dedicate 2-4 hours per month for WAR Board and County meetings? YES NO

Briefly describe yourself (length of time in Johnson County, volunteer, work experience, current employment, etc.):

Please list your roles on any boards, committees, or commissions which you are current serving:

Please identify any of the below skills you would like to utilize on the board:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board Development | <input type="checkbox"/> Training | <input type="checkbox"/> Community Networking |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Marketing | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Staffing / Human Resources | <input type="checkbox"/> Facilities Management |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Grant Writing |

Please list any other skills you would like to utilize:

Application: County Commission Appointed Member to Warrensburg Animal Rescue (WAR)

Why are you interested in serving on the Warrensburg Animal Rescue Board for Johnson County?

Have you ever attended a Warrensburg Animal Rescue Board Meeting? YES NO

Please describe any past experiences or participation with Warrensburg Animal Rescue and / or Old Drum Animal Shelter or it's work:

Does your participation on the board constitute a potential conflict of interest? YES NO

Are you, in any way, financially interested in a business which can be motivated to harm WAR? YES NO

If Yes to either, please explain:

I understand the appointment will require substantial effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position. I will familiarize myself with the WAR Bylaws and the current year's agreement for Animal Shelter Services. I understand that failure to meet the County Appointed Member Requirements may result in appointment rescission.

Signature _____ Date _____

Please return the completed form to: Johnson County Clerk, 300 N. Holden Street, Suite 201, Warrensburg MO 64093 | jpowers@jococourthouse.com | Questions or Inquiries: 660-747-2112

Commission Application Review: Presiding: ___/___/___ Eastern: ___/___/___ Western: ___/___/___

Interview Date: ___/___/___ at _____ AM / PM Agenda Date for Commissioner's Decision: ___/___/___

NOTES: