



# National Animal Control Association

## 2012 Board of Director's Questionnaire

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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### PROFESSIONAL INFORMATION

Number of Years in: This Position: \_\_\_\_\_ Animal Control/Welfare: \_\_\_\_\_

Previous Occupation: \_\_\_\_\_

Animal Control/Welfare Affiliations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Professional Organizations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AGENCY INFORMATION**

Number of Employees in Your Agency: \_\_\_\_\_

Number of Employees You Supervise: \_\_\_\_\_

Do You Prepare a Budget for: Agency  Division  Unit  Other

Agency Serves: Sq. Miles \_\_\_\_\_ Population \_\_\_\_\_

Number of Animals Handled: \_\_\_\_\_

Does your Agency have Animal Control Officers / Humane Officers: Yes  No

Do the Officers have: Arrest Powers: Yes  No  Citation Powers: Yes  No

Is your agency a NACA Member? Yes  No

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**PERSONAL INFORMATION**

How long have you been a NACA member? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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You have expressed interest in serving on the National Animal Control Association Board of Directors. The Credentials Committee would like to use this portion of the questionnaire in an effort to allow you to elaborate on your work history and philosophy. If you would like to attach additional pages, please feel free to do so. Letters of recommendation may also be attached.

1. What do you consider to be the major accomplishment in your current employment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What involvement have you had in animal control/welfare issues in your community?

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3. What involvement have you had on statewide issues / legislation?

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4. What is your opinion of the state of animal control / welfare in your jurisdiction?

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## RESPONSIBILITIES OF BOARD OF DIRECTORS MEMBERS

Each Board Member is expected to participate in various activities designed to improve the professional image of animal control / welfare throughout the United States. This involves travel to up to three board meetings per year, one of which is at the annual conference. Additional travel may be needed for committee assignments or other Corporation business. Please indicate below the level of commitment that you would be able to provide to NACA. All Board Member activities require travel to various parts of the United States. NACA budgets for some travel and incidental costs for Board Members whose jurisdictions do not cover these costs.

Attend Board meetings: Yes  No

Chair or serve on committees: Yes  No

Represent NACA at conferences and trade shows: Yes  No

Speak at the NACA Annual Conference: Yes  No

Be willing to serve a three-year term on the Board: Yes  No

Newly-elected Board Members are required to sign a "DUTIES TO THE CORPORATION AGREEMENT" which addresses conflict of interest, fiduciary duty, duty of care, duty of loyalty, use of the NACA logo and name, use of copyrighted materials, and indemnification and liability. If elected, and you do not agree to the agreement, you will be required to resign your Board position immediately. Do you understand and agree? Yes  No

The "DUTIES TO THE CORPORATION AGREEMENT" is available for your review in advance, upon request.

Board Candidates must be willing to submit to a criminal background check. This step is required to be considered for a Board position. A background check includes criminal history, along with personal and professional references. Do you understand and agree? Yes  No

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Thank you for your interest in serving on the National Animal Control Association Board of Directors. This information will be evaluated by the Credentials Committee who will advise you if you are qualified to serve. Upon acceptance, the nominee's information will be available for review by the membership at minimum on the NACA website prior to the annual meeting. Four (4) qualified candidates are elected by the general membership via electronic voting process. Electronic Voting will start 10 days prior to the start of the annual training conference and shall end at the conclusion of the annual business meeting. **Please return your completed form to:** NACA, Attn: Board Application, P.O. Box 480851, Kansas City, MO, 64148. If you have any questions or need assistance with this form, please call 913-768-1319, extension 6. As always, thanks for your interest in NACA.

# National Animal Control Association

## Board of Directors

The duties of a Board Member require extra work, finding extra time, and a genuine commitment to making NACA the best it can be. Each Board Member is required to attend at least three NACA Board meetings a year. These normally are the Annual Meeting held in conjunction with the NACA conference and the Semiannual Board meetings traditionally held in the spring and fall of the same year. It is desirable to be able to attend any other special Board meetings that may be beneficial to NACA. A written summary of the activities of each Board Member is to be submitted at these meetings. These reports inform the Board of the activities of each Board Member and are a valuable resource in planning objectives of the Board. Each Board Member will also be appointed to various committees working on NACA projects. If traveling is a concern, provisions have been made to assist Board Members—see the Board Handbook on procedures to be followed.

Other responsibilities Board Members are expected to address include but are not necessarily limited to are:

- Assisting agencies and/or individuals that may be referred to them by the Executive Director or his representative.
- Promotion of NACA and its membership in any activities undertaken as a member of the Board of Directors.
- Assist any state in forming an association and assist any state association in training programs or promotion of membership in the state or national associations.
- Communicate with NACA affiliates or any person or agency having relevant information that may be of interest or concern to NACA. These communications should be forwarded to the executive office for review.
- To forward to the *NACA News* any story, event, or activity that may be newsworthy.
- To work as a liaison for NACA with any organization wishing interaction or communication with NACA.

### **Things you should know:**

1. NACA Board Members are not eligible for individual NACA awards.
2. NACA Board Members and employees are not eligible for cash drawings held in conjunction with the Annual Training Conference. Board Members and employees are eligible for any raffle if personal money is used to purchase such tickets.
3. NACA Board Members are required to provide certain “personal” information, i.e. date of birth, mother’s maiden name, social security number, etc. As a Board Member, you are legally responsible for the affairs of the organization, and state and federal officials require this information.

### **NACA Insurance Coverage:**

Directors and Officers liability; Property and general liability; Kansas Worker's Compensation.

# Responsibilities of the Board of Directors

## Source:

The National Animal Control Association.

## Policy Administration:

Establishes or continues the legal or corporate existence of the agency.

Adopts (revises) bylaws, and ensures that the agency operates within them.

Adopts policies which determine the purposes, governing principles, functions and activities (program), and a course of action of the agency.

Ultimately responsible for the internal policies which govern the agency.

Authorizes programs sponsored by the agency.

Determines the agency's goals and objectives.

Functions of the agency are conducted in a lawful and ethical manner.

Board of Directors must be careful not to become involved in the day-to-day operation of the organization - that is a staff responsibility.

## Finance:

Adopts a budget for the agency's operation.

Monitors all receipts and expenditures of funds.

Manages total assets of the agency (cash, securities, building, furnishings, equipment, and land) in a manner which will bring about the greatest benefit to the agency.

Authorizes, supervises and approves the annual audit.

Resource development: Sees that sufficient funds are available for the agency to meet its objectives.

Requires that financial records are kept according to generally-accepted accounting principles of the American Institute of Certified Public Accountants.

Provides that adequate bonding is provided for employees who handle funds of the agency.

Ascertain that all legal financial requirements are carried out, such as filing the necessary forms with IRS payment of payroll taxes, etc.

## Personnel - Staff:

The Board of Directors selects, employs and evaluates the Executive Director.

Adopts personnel policies which govern the administration of personnel.

Responsible for agency conforming to local, state and federal laws concerning employees:

Nondiscrimination, licensing of appropriate personnel, and affirmative action program.

Determines salary scales and fringe benefits for the agency's employees.

Recognition of employees for years of service and special accomplishments.

Obtains appropriate insurance on/for employees:

- Unemployment.
- Workmen's Compensation.
- Social Security.
- Malpractice.
- Employee health and life.
- Long term disability.
- Retirement plan.
- Bonding.

### **Personnel - Board:**

Recruitment and selection of members of the Board.  
Orientation, training and development of Board members.  
Provide Directors' and Officers' liability insurance.  
Recognition of service by Board members.

### **Public/Community Relations:**

Become knowledgeable of and interprets the programs of the agency to the community.  
Be alert to community reactions and responses to agency and report them to the Board of Directors or Executive Director.  
Seek social reform and progress in the community as a whole which relates to the programs of the agency.

### **Evaluation:**

Evaluates and reviews the results of the agency's operation and performance against a predetermined set of standards.  
Monitors the activities of the agency:

- Reviews reports of committees.
- Reviews reports provided by staff on agency activities.

Evaluates the Executive Director against a predetermined performance standard.  
Should include an evaluation of the Board's performance.

### **Conclusion:**

Board members are personally and legally accountable for the affairs of the organization. "The Board member is legally obligated to exercise judgment that a reasonably prudent individual would exercise in regard to his own business."

Three types of misconduct:

1. Mismanagement (implies improper use of funds).
2. Self-dealing.
  - Conflict of interest.
  - Soliciting business from an organization when one serves on its Board.
  - Signing contracts or making purchases without bids or Board approval.
3. Nonmanagement (most common legal problem).
  - Irregular attendance at Board Meetings.
  - Disagreeing with a Board action but not registering a dissenting vote.
  - Not exercising prudent judgment.

# Application Checklist

Have you:

1. Completed the application in its entirety? Yes
2. Submitted a digital photo (on CD-ROM or other media) of yourself (head-shot only) for publication? Yes
3. Carefully reviewed Pages 5-7 of the application? Yes
4. Submitted a "Statement of Willingness to Serve" on a separate piece of paper, describing in 100 words or less why you would like to become a NACA Board Member? Yes
5. Included your contact information, as required on Page 1? Yes

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**NOTE: YOUR APPLICATION WILL BE IMMEDIATELY REJECTED IF YOU:**

1. **DO NOT COMPLETE THIS APPLICATION IN ITS ENTIRETY.**
2. **ARE NOT A CURRENT NACA MEMBER.**
3. **DO NOT COMPLETE THE APPLICATION CHECKLIST LISTED ON THIS PAGE.**
4. **YOU HAVE BEEN REMOVED FROM THE NACA BOARD OF DIRECTORS IN ACCORDANCE WITH ARTICLE IX, SECTION 6, OF THE NACA BYLAWS.**

**Application Deadline: March 10, 2012**

**Your completed application, along with all accompanying documents and digital photo, MUST arrive at the NACA Corporate Office in Olathe, Kansas, by 11:59 pm, Central Time, March 10, 2012. Any and all late submissions, as well as incomplete applications, will be automatically rejected.**

**Mailed articles, even those postmarked prior to or on the deadline date, will be rejected if not having arrived at the NACA Corporate Office in Olathe, Kansas, by 11:59 pm, Central Time, March 10, 2012.**

