



International Association of  
**Human-Animal Interaction**  
Organizations

## **IAHAIO Board Member – Role Description and Expectations**

### **Board member**

International Association of Human-Animal Interaction Organizations (IAHAIO)

### **Location**

Remote

### **Time commitment**

We have 6-10 online board meetings per year. Board members are expected to attend these and devote sufficient time to read through the board papers in advance. There may be specific sub-committees that Board members are invited to join or lead, which are more hands-on and require close working with the IAHAIO Executive Director and volunteers. Board members are also required to attend the (online) Annual General Meeting and at least two IAHAIO webinars each year.

We estimate the time commitment to be, on average, 10 hours a month.

### **Terms of office**

Our Board members have a term of office of 3 years, for a maximum of two terms i.e. 6 years.

### **Remuneration**

There is no remuneration for this role. Expenses may be paid for travel or accommodation, in line with the IAHAIO Expenses Policy and with the advance approval of the IAHAIO President and Treasurer.

No financial contribution is required from Board members.

Board members should be a registered member of IAHAIO, by virtue of representation of an IAHAIO Full or Affiliate member organization or as an Individual Supporter.

### **Context**

The International Association of Human-Animal Interaction Organizations ([IAHAIO](#)) serves as the global organization uniting groups and individuals dedicated to practice, research, and education in human-animal interaction and animal-assisted services. Our network includes more than 140 multidisciplinary member organizations, professional associations and individual members worldwide.

## **Overall purpose of the role**

Our Board members are legally responsible for the governance of the charity. This means they must make sure that IAHAIO achieves its objectives. The Board members ensure that we have a strategy, and that our assets and resources are only used for charitable purposes in line with the governing document. Board members make sure that we operate in line with our by-laws and any other statutory and legal requirements pertinent to a non-profit organization registered in the USA.

Board members have a collective responsibility – they work together for the best interests of IAHAIO.

## **Main responsibilities**

### **Governance**

- To understand IAHAIO’s mission, vision, aims and objectives and ensure that we operate in accordance with them.
- To help set the strategy for the organisation, including the financial strategy, and ensure implementation and progress is monitored.
- To use your skills, knowledge and experience to further our work, including in fundraising and resource development, putting aside any personal interests, and declaring any conflict of interest if/when they arise.
- To understand and ensure the organization operates within its by-laws and meets its legal and regulatory responsibilities for non-profit organizations registered in the USA.
- To identify any risks to IAHAIO and ensure they are monitored.
- To ensure the organization works within its financial means and is sustainable.
- To contribute towards an annual review of the performance and effectiveness of the board’s performance.
- To help to identify, recruit and induct new board members.
- To attend and contribute to meetings of the board as relevant and undertake agreed tasks between meetings.
- To uphold any policies and procedures relevant to the Board member role including confidentiality, safeguarding and data protection
- To uphold IAHAIO’s values and contribute to our approach to equality, diversity, and inclusion.

### **Working with staff/ volunteers**

- To understand and maintain boundaries between the governance perspective of the board, and the work of any staff, contractors, volunteers and members.
- To provide support and oversight, including evaluation, of the Executive Director to ensure they are carrying out their roles and achieving the set objectives for IAHAIO.
- To help with the recruitment and/or induction and annual performance review of the Executive Director, as required.

### **Representing IAHAIO**

- To represent the board's agreed position when speaking publicly on behalf of IAHAIO.
- To act as an ambassador and champion for IAHAIO at events and online.