

The Board of Directors of the _____ Foundation is committed to raising awareness and funds to support the mission of _____. The maximum number of Directors and their terms of service shall be in accordance with the Foundation Bylaws.

General Responsibilities

1. Be an advocate for the school, _____ and its mission;
2. Make policy decisions for _____;
3. Either "Give or Get" \$1,000 each fiscal year;*
4. Ensure financial stability by actively participating in fundraising activities and opening doors to your network;
5. Serve on at least one committee;*
6. Communicate regularly with staff;
7. Provide expertise in given areas;
8. Keep informed about _____'s mission and goals as well as relevant mentoring trends;
9. Stay informed about the roles of staff;
10. Attend meetings

* Ex-Officio members will have a vote on the Board. Additionally, while Ex-Officio members may participate in the "Give or Get" and committee service responsibilities, they are exempt from these responsibilities..

Meetings

1. Attend as many Board meetings, committee meetings and _____ events as possible.
2. Prepare for meetings by reviewing materials prior to the meeting and asking appropriate questions if necessary.
3. Failure to attend three regularly scheduled meetings in a row will result in review of the Board member's status, and could result in a request for resignation from the Board.

Avoiding conflicts and confidentiality

1. Board members shall serve the best interests of _____ and must avoid the appearance of a conflict of interest. Board members must disclose any possible conflicts to the Board as soon as possible.
2. Board members must keep confidential information confidential unless legally obligated otherwise.
3. Board members must refrain from using for personal gain any information obtained while serving on the Board.

Fiduciary Responsibilities

1. Ensure that each decision of the Board is in the best interests of _____ and protecting its resources;
2. Adhere to expense guidelines and reporting procedures;
3. Follow and ensure enforcement of Gift Acceptance and Solicitation Policies and Procedures;
4. Read and understand the _____ financial statements and status.

Committees

The Board shall include the following standing committees:

(Insert committees here – i.e. Marketing, Special Event, etc.)

Marketing Committee (Sample committee description)

Chair: Selected annually by the Board

The Marketing Committee provides advice and guidance to the staff and Board regarding public relations and external communication strategies that help meet the mission of the Foundation. Strategies include website revision and maintenance, press releases, and other outreach to help raise awareness of the Foundation.

Conflict of Interest and Receipt

By signing below I acknowledge that I have received and reviewed the _____
Board Manual. I further certify that I have received, reviewed and signed the Foundation
Conflict of Interest Policy, Conflict of Interest Disclosure Questionnaire, and Conflict of
Interest Affirmation and Compliance document.

Signature

Date

Printed Name