

Poway Unified School District Foundation - Board Manual

The Board of Directors of the Poway Unified School District Foundation is committed to raising awareness and funds to support the mission of PUSDF. 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 District, PUSDF and its mission;
2. Make policy decisions for PUSDF;
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 PUSDF'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 PUSDF 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 PUSDF 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 PUSDF 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 PUSDF financial statements and status.

Committees

The Board shall include the following standing committees:

Executive
Development
Finance
Audit
Foundation Leadership Development
Marketing and Communications
Nominating
Partners in Education
Special Events

Executive

Chair: Board President

The Executive Committee consists of the President, President-Elect, Past President, Treasurer and Chairs of the Standing Committees. This committee may include additional members as determined by the Board.

The Executive Committee acts on behalf of the Board to oversee the management of PUSDF when the Board is not in session. The Executive Committee directly manages and evaluates the performance of the Executive Director.

Development Committee

Chair: Selected annually by the Board

The Development Committee works with the Executive Director and other staff to develop and implement a comprehensive resource development plan to meet the income goals set forth in the annual budget. The committee members provide leadership for the annual fundraising campaign as well as recommendations for the most appropriate fundraising strategies and affinity marketing partnerships. This committee also ensures that fundraising policies are created and implemented when necessary; the committee will make revision recommendations for such policies.

Finance Committee

Chair: Treasurer

The Finance Committee works with the Executive Director to ensure that the finances of PUSDF are sound and transparent. This committee oversees the following – Annual Budget; personnel salaries; Endowment investment policies; operating fiscal policy. The Finance Committee shall review monthly financial statements and review auditor's statements to ensure recommendations are implemented.

Audit Committee

Chair: Selected annually by committee members

The Audit Committee shall be comprised of up to four members recommended by PUSDF's Executive Director. These individuals must have relevant experience in accounting or financial management. No more than 50% of the members of the Audit Committee can simultaneously serve on the Finance Committee.

Primary functions of the audit committee are to hire and fire the auditor; negotiate auditor compensation; review and accept or reject the audit; and maintain fiscal controls in accordance with accepted accounting practices.

Foundation Leadership Development

Chair: Selected annual by the Board

Assess the on-going professional development needs of the PUSD Foundation Board and site foundation board members. Provide appropriate professional development opportunities in response to identified needs. In response to feedback, explore possible supports, outside professional membership and training opportunities, and disseminate information and tools to address needs. Facilitate communication between and among site foundations, the district, PUSD Foundation and PTSA's.

Marketing and Communications Committee

Chair: Selected annually by the Board

The Marketing Communications 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.

Nominating Committee

Chair: Board President or other appropriate appointee of the President

The Nominating Committee selects and recommends to the full Board individuals it believes should be invited to serve on the Board. The Nominating Committee should utilize the Board Recruitment Matrix to determine the types of individuals it should select for Board service. Specific experience that is beneficial includes: financial/accounting; professional fundraising; non-profit/corporate legal; investments; grantwriting; marketing and communications; and business administration.

Partners in Education Committee

Chair: Selected annually by the Board

The Partners in Education Committee is comprised of the Partners in Education coordinator, business partners, PUSD administrators, representatives from local organizations, school board members, school site representatives, and community members.

The Partners in Education Committee provides guidance and support to the Partners in Education Program and the PUSD Foundation. The purpose of the Partners in Education program is to attract, develop, support, and sustain strategic relationships among business, community, schools, and programs in order to expand and enrich the educational experiences of our students.

Special Events Committee

Chair: Selected annually by the Board

Plan, organize and execute special events for the Foundation, including, but not limited to, the VIP Donor Recognition Reception, United Way campaign, any auctions or general fundraising functions scheduled.

Conflict of Interest and Board Manual Receipt

By signing below I acknowledge that I have received and reviewed the PUSDF 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 of Compliance document.

Signature

Date

Printed Name