

## **Northshore Public Education Foundation**

### **Board of Trustees Job Description**

**Term: Three (3) year term- maximum of three terms**

#### **Responsibilities:**

- Support the mission and goals of the Northshore Public Education Foundation
- Be an active participant—attend board meetings, training sessions and special meetings/events
- Develop policies and procedures for the operation of the Foundation
- Provide fiduciary oversight- approve and monitor the Foundation's budget
- Raise funds for Foundation activities & programs—"give and get"
- Serve as an ambassador for NPEF in the community- build bridges with individuals and organizations
- Devise and monitor long and short term strategic plans for the Foundation
- Hire/Review/Release the Executive Director

#### **Expectations:**

##### ***Board members will:***

- Understand NPEF- be fully informed about the Foundation's purpose, goals, objectives and programs—ask questions and request information
- Attend at least 80% of board meetings and board retreats
- Serve on at least one ad hoc committee
- Participate in and take responsibility for making decisions on issues, policies and other board matters
- Participate in at least one program activity- school site visit, etc.
- Support annual fund raising event
- Make a personal contribution to the Annual Fund Campaign at a level that is meaningful to me/assist in other fundraising efforts.

##### ***The Foundation will:***

- Provide a comprehensive orientation helping each board member understand the organization's history, goals, programs, strategic plans and board member expectations
- Give timely and accurate financial and program information, allowing board members to be as effective as possible
- Value board members' time and unique skills and talents
- Provide liability insurance