

## PSD Foundation Board of Directors Responsibilities

**MISSION:** Every student need is an opportunity for community investment. We exist to connect community investment to the student experience.

### Roles and Responsibilities of the Board of Directors

Foundational to the success of any non-profit is a well-functioning and strong board of directors. The fundamental duties of the board are establishing the broad goals and policies in support of the overall mission and vision, developing and implementing annual plans to ensure there are adequate resources (money, people, access, etc.) to accomplish the agreed upon goals, and providing fiscal oversight to make sure resources are used adequately. The board serves a public interest in its oversight of an organization's delivery of services and management of finances. As the Foundation does not have a paid Director, this Board of Directors is currently structured as a completely volunteer-driven working board, with support from a half time administrative support staff member within PSD.

### Responsibilities of a Board Member

- To be knowledgeable about the Foundation – its mission, strengths, and needs.
- Contribute your expertise and abilities at a level that will enhance the organization.
- Be familiar with the Foundation finances, budget and financial/resource needs, and ensure fiscal and legal health of the organization.
- To strengthen the Foundation's financial base by assisting in fundraising efforts, and by personally making a meaningful contribution annually.
- To be an ambassador for the Foundation with relevant public constituencies and your own circle of contacts and potential donors.
- Engage in formulation of policy for the Foundation.
- Be an active member of at least one of the Board Standing Committees.
- Attend and actively participate in Board meetings and appropriate Committee meetings. Board members should attend at least 9 (of 11) monthly board meetings and at least 75% of their Committee meetings.
- Engage in the process of identifying and recruiting new board members.
- Be alert to community concerns and opportunities that can be addressed by the Foundation mission, objectives and programs.
- Serve as a Table Captain for at least one table at annual fundraising events, and recruit at least one other successful Table Captain.

### Qualifications Sought in Board Members

- Passion and gratitude for the Poudre School District.
- Desire to make a difference in our community through carrying out the Mission and Vision of the Foundation.
- Commitment to be active and engaged in the work of the Foundation, and able to make time to follow-through on commitments.
- Leadership.



- Access to information/resources: individual philanthropists, foundations, local business community, corporations, local government, etc.
- Specific skills that may be relevant to the operational effectiveness of the board (legal, financial, marketing, fundraising, event planning, social media, etc.)

#### Length of Term

Three years, which may be renewed for a second term, pending interest of board member and approval of the board.

#### Time Commitment and Expectations

- Meetings:
  - Board meetings are currently held one day per month for 90 minutes (with the exception of July, when the board does not meet). It is expected that board members attend at least nine out of eleven board meetings per year.
  - Board members are required to actively participate in at least one Board Standing Committees (i.e. Executive, Advancement, Board Development, Grant Allocation, Finance, Events and Marketing). Board Standing Committees meet an average of four times per year, for approximately 1-2 hours per meeting, dependent upon their respective agendas. Individual work outside of committee meetings may consume an additional relatively small amount of time.
  - At the option of the board, annual retreats and/or strategic and operational planning sessions are held, which are typically one full business day. These retreats may include the full board, or only relevant committees.
- Events:
  - Board members are expected to attend annual fundraising events and help with set up and other activities associated with administration of the event.
  - Board members are expected to serve as event hosts at fundraising events and recruit other hosts as needed.
  - Board members are expected to attend at least one other event during the year, such as PSD events, the EIE breakfast, as well as other various donor-related events.

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Board Member

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Date

