



BOARD of TRUSTEES and OFFICERS

A member of the Board of Trustees is responsible for ensuring that the Shoreline Public Schools Foundation fulfills its mission by planning for the future, monitoring operations, and evaluating the organization's performance. A Trustee must fulfill the fiduciary responsibilities of the Board of Trustees by making corporate decisions that protect the public interest.

Key Responsibilities:

Advance the mission of the ORGANIZATION.

- Actively promote the mission by contributing ideas and expertise
- Keep up-to-date on developments in the organization's field
- Be informed about SPSF's mission, services, policies, and programs
- Inform others about SPSF and work to enhance SPSF's public image.

Ensure effective organizational planning.

- Determine and monitor SPSF's programs and events
- Participate in the development of a strategic plan to accomplish the mission, oversee the implementation and evaluate its success

Actively participate in all board activities.

- Attend in person monthly board meetings
- Review agenda and supporting materials prior to board meetings
- Serve on a committee and periodically take on special assignments
- Actively participate in all fundraising
- Suggest nominees to the board who can make significant contributions to the work of the board and SPSF
- Assess the board's performance

Ensure adequate resources.

- Make a personal financial contribution to the Shoreline Public Schools Foundation
- Manage resources effectively
- Carry out the fiduciary responsibilities of the board, such as reviewing SPSF annual financial statements, selecting an auditor and reviewing the auditor's report

All Foundation information and discussions are confidential and cannot be used and/or shared with any outside entity.

Term Length

Per bylaws

Time Commitment

Monthly meetings; additional time required for committee/event work and other board commitments

Report To

Board President(s)

Budget Support

Limited

President of the Board

Assure that the Board fulfills its responsibilities to SPSF

Responsibilities

- Chair monthly Board meetings
- Call special meetings if necessary
- Serve as ex officio member of all committees
- Work in partnership with the Executive Director to achieve the mission of SPSF and make sure the board resolutions are carried out
- Communicate any concerns staff has regard to the role of the board or individual board members
- Communicate to the Executive Director the concerns of the board and any constituencies
- Work with staff to recruit board members and other needed volunteers
- Review standing rules, statements of responsibility, and policies annually
- Represent the Foundation at meetings, committees, receptions, and programs as requested
- Coordinate periodic board assessment with staff
- Periodically consult with board members on their roles helping them assess their performance
- Annually focus the Board's attention on assessment of its own structure, role, and relationship to staff
- Perform an annual evaluation of Executive Director

Vice President

Stand in for President if he/she is unavailable

Responsibilities

- Serve on executive committee
- Carry out special assignments as requested by the President(s)
- Understand the responsibilities of the President(s) and be able to perform these duties in their absence
- Consider assuming President position at a later date
- Represent the Foundation at meetings, committees, receptions, and programs as requested
- Report any conflict of interest disclosures

Secretary

Maintain all records and ensure their accuracy and safety

- Serve on executive committee
- Review the minutes of monthly Executive Committee and Board of Trustee meetings, which are taken by the Office Manager
- Review documents for grammatical errors as requested
- Assume responsibilities of the President(s) in the absence of the President(s) and Vice President

Treasurer

Serve as financial officer of SPSF

- Serve on the executive committee
- Assure that SPSF is following appropriate financial policies and that qualified staff or consultants perform financial functions.
- Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations
- Assure that accurate financial records for SPSF are being kept
- Track Foundation expenses and Long-Term investment activities
- Provide a current financial report each month at Board of Trustee meetings
- Prepare required tax documents
- Disburse funds and issue checks in the name of SPSF
- Help develop a proposed budget for presentation to the Board of Trustees at the Annual Meeting in June

- With the Executive Director, select an independent auditor, review the annual audit, and records at the end of the fiscal year and ensure that audit recommendations are instituted
- Arrange for 990 at the end of the fiscal year and present to Board of Trustees in September

Past President:

- In addition to being a Board member, serve as a member of the Executive Committee for one year following term as President

EXECUTIVE COMMITTEE

The Executive Committee shall be chaired by the Executive Director and consist of all officers of the Foundation. The Executive Committee shall have the general responsibility to:

- Review and revise statements of responsibility and policies as needed
- Help determine, implement and monitor the Foundation’s strategic plan
- Sit on Finance Committee and attend meetings accordingly
- Monitor the Foundation’s progress towards its’ annual fundraising goals
- Executive Committee meetings shall be held at least quarterly

FINANCE COMMITTEE

This committee shall have the responsibility to:

- Review all financial policies and make recommendations to the Board
- Review all financial procedures and make recommendations to the Board
- Meet quarterly to review investments and report at the following Board meeting

EVENTS

Executive Director shall chair all events:

- Shall document activities and provide a written report on such activities at monthly Board meetings as necessary
- Provide update to Executive Committee upon request
- All Trustees shall participate in all events in some capacity

SCHOOL ENGAGEMENT

All trustees shall have the responsibility to:

- Connect with a school of choice
- Follow grant(s) in progress and/or culminating event
- Take photos and obtain quotes from teacher, parent and/or students
- Review, understand, and follow grant funding guidelines awarded by the Foundation
- Submit items electronically to the office
- Relay findings at a board meeting

STEWARDSHIP

Executive Director shall oversee:

- All Trustees will be asked to cultivate and steward donors
- Call to thank donor for recent donation
- Write “thank-you” notes, send holiday cards etc.
- Invite donor to see a grant or come to an event

Revised by Executive Director and Office Manager: 8-13-18

Executive Committee review: 9-5-18

Board review: 9-18-18

Ratified by Board: 9-18-18