

ELSIE ALLEN HIGH SCHOOL FOUNDATION BOARD MEMBERSHIP RESPONSIBILITIES

Set Direction

The board helps determine and establish the mission, vision and values of Elsie Allen High School Foundation. The board participates with the executive director and high school staff to develop and monitor implementation of the annual goal and strategic plan.

Resource Development

A primary task of the board is to help ensure that adequate financial resources are available to support the various academic programs that the foundation has targeted to support. The board is the most visible outreach vehicle to communicate the foundation's successes and impact. This enhances the foundation's reputation in the broader community. Development tasks include both achieving the immediate goals and helping to recruit and develop prospective board and/or community members.

Providing Oversight

The Board has the specific tasks in helping guide the foundation toward its goals and objectives. These include approving the annual budget; compliance with ethical standards; evaluation of the executive director; identifying programs that further our mission; periodic assessment of the foundation's efforts in achieving stated goals. The board also evaluates its structure and organization periodically to insure it is efficient and focused in meeting its mission.

Board Commitment

Board members are elected to an initial three year term and annual terms thereafter. Members are expected to attend and prepare for at least 75% of board meetings. Meetings occur once per month and are typically 90 minutes long. Members are expected to serve on at least one committee and the committee structure consists of Fiesta, finance, fund development, governance, marketing and programs.

The financial health of the foundation is significantly influenced by board members. All board members are expected to participate in fund development activities either by a direct donation, donor cultivation, event coordination and/or major gift solicitation. The foundation encourages members on an annual basis to help raise at least \$2,500 in cash donations. The major fundraising event is the Annual Fiesta held in March and all members are expected to attend.