



Board of Directors Member Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of *The Foundation of Possibilities* so as to support the organization's mission and needs.

Mission or purpose statement: The mission of *The Foundation of Possibilities* is to level the playing field for every child, giving them the resources and opportunity to achieve 'their best life' regardless of family income level, home environment, or social status.

*** Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of The Foundation of Possibilities. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets quarterly, dates, times and locations to be determined. Meetings typically last 60-90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend Foundation event(s) as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special event(s) as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by *The Foundation of Possibilities* mission, objectives, and programs.
- Help communicate and promote *The Foundation of Possibilities* mission and programs to the community.
- Become familiar with *The Foundation of Possibilities* finances, budget, and financial/resource needs.
- Understand the policies and procedures of *The Foundation of Possibilities*.
- Financially support *The Foundation of Possibilities* by making an annual board gift in a manner commensurate with one's ability.