



Board Member Job Description

Member of the Board of Directors

Mission

MDUSD Education Foundation's mission is to promote excellence in the educational experience of students who attend schools governed or authorized by the Mt. Diablo Unified School District (MDUSD).

For more information, please visit the website at www.mdedf.org.

Position

The Board will support the work of MDUSD Education Foundation (MDEDF) and provide mission-based leadership and strategic governance. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serve as a trusted advisor to the President/Chair as MDEDF's strategic plan is developed and implemented
- Review outcomes and metrics created by MDEDF for evaluating the organization's impact, and regularly measure its performance and effectiveness using those metrics;
- Submit reports as requested by due dates for board and committee meetings
- Review agenda and support materials prior to board and committee meetings
- Approve MDEDF's annual budget, audit reports, tax filings, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Partner with the President/Chair & other directors to ensure that board resolutions are carried out
- Serve on at least one committee or task force
- Attend at least one school site program annually
- Attend at least one fundraising or community outreach event annually
- Identify and recruit other Board Members
- Represent MDEDF to stakeholders; acting as an ambassador for the organization
- Ensure MDEDF's commitment to a diverse board and staff that reflects the communities MDEDF serves

Fundraising

MDEDF Board Members will consider MDEDF a philanthropic priority and make annual gift(s) that reflect that priority. So that MDEDF can credibly solicit contributions from foundations, organizations, and individuals, MDEDF expects all Board Members to make an annual contribution in an amount meaningful to them.

Board terms/participation

MDEDF's Board Members will serve a three-year term to be eligible for re-appointment for two additional terms.

Board Members will maintain a procedure book/electronic file of reports for the Board's and successor reference.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about MDEDF's mission and who has a track record of involvement in schools and/or community. Selected Board Members will have experience working and/or volunteering in education, business, government, philanthropy, community or the nonprofit sector.

Ideal candidates will have the following qualifications:

- Professional experience with significant leadership accomplishments in education, business, government, philanthropy, community or the nonprofit sector
- A commitment to and understanding of MDUSD students, preferably based on experience, such as working or volunteering within the MDUSD community
- The ability to cultivate relationships and persuade, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the education of MDUSD students

Service on MDEDF's Board of Directors is without remuneration. Routine business expenses may be reimbursed if pre-approved.

Approved on _____, _____