



## Board Member Job Description

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### Mission

Foundation 153 is committed to supporting the highest quality educational experiences for our students. By fostering community partnership, parental involvement, and community engagement, we fund compelling programs and initiatives that promote all aspects of student success. For more information, please visit [foundation153.org](http://foundation153.org).

### Position

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of Foundation 153. To raise funds in support of the organization's conduct of the programs of Foundation 153.

### Term

Election to a three-year term, Eligible for re-appointment to one additional term.

### Selection Criteria

- Willing to accept and promote the mission, goals, and objectives of Foundation 153.
- Possesses professional expertise and influence needed by Foundation 153 and/or represents one or more constituencies needed on the Board
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board.
- Willing to make a personal contribution of time and finances that demonstrates commitment and sets the standard for others and is willing to ask others to give.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of Foundation 153.

### Specific Tasks

#### LEADERSHIP, GOVERNANCE, OVERSIGHT

- Assist in identifying and recruiting other board members.
- Stay well-informed about the organization by carefully reading minutes of Board meetings, financial documents and other materials.
- Develop and implement strategic plans.
- Assess and measure performance of organization and its programs.
- Serve on committees; take on special assignments.

- Represent Foundation 153 to stakeholders; act as ambassador for the organization.
- Be aware of and notice community activities and legal/political developments which may impact the organization and/or its programs and bring them to the attention of the Board.

**FUNDRAISING**

- Help plan, organize and participate in fundraising events, including the active solicitation of donations.
- Talk about the work and achievements of Foundation 153 with colleagues, friends, neighbors.
- Help identify and establish contacts with potential business and individual donors.
- Send letters/requests/personal notes on fundraising appeals to personal contacts.

**Time Demands**

**Task**

Regular Board meetings  
 Other meetings  
 Event related tasks  
 Spring for Homewood Schools  
 Homewood Schools Fund Run  
 Tree/Wreath Sale

**Estimated Time Demands**

2 hours/month  
 1 hour/month  
 2-10 hours/week (weeks prior to fundraising event)  
 3-10 hours, day of event  
 5 hours, day of event  
 3-10 hours, day of event