

# College Station ISD Education Foundation Board Member Responsibilities

The College Station ISD Education Foundation Board includes the Superintendent and a representative of the CSISD Board of Trustees. Each board member serves a three-year term which can be renewed by invitation if board member expectations are met.

## Board Responsibilities

As the highest leadership body of the Foundation and to satisfy its fiduciary duties, the board as a whole is responsible for:

- determining the mission and purposes of the Foundation
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the Foundation's programs and services
- enhancing the Foundation's public image
- assessing its own performance as the governing body of the Foundation

## Legal Duties

In serving as a board member of a nonprofit, Foundation Directors have three legal duties which are:

1. Duty of Care: Take care of the Foundation by ensuring prudent use of all assets, including facility, people, and good will;
2. Duty of Loyalty: Ensure that the Foundation's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the Foundation corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
3. Duty of Obedience: Ensure that the Foundation obeys applicable laws and regulations; follows its own bylaws; and that the Foundation adheres to its stated corporate purposes/mission.

## Role of Individual Board Members

1. Ensure Adequate Resources

Board members should read and understand the Foundation's financial statements to be able to meet their fiduciary responsibilities. In addition, board members should assist in fundraising and this can be met through a variety of opportunities which include providing:

- a. Revenue by making the fundraising asks, opening doors and making introductions of prospects and staff or board members, thanking donors and prospects or accompanying staff/board members on advice visits. This also includes making a personal donation to the Foundation at a meaningful level.
- b. In-kind donations of goods or services
- c. Expertise that could generate resources
- d. Volunteer your time in a way that also generates resources

## 2. Enhance Public Image

Board members serve as active advocates and ambassadors for the Foundation in our community and should have a positive representation of the organization both within our community and on social media.

## 3. Governance

- a. Board members should be stewards of community resources and ensure that those resources are being used according to the Foundation's mission. Therefore, board members should know the Foundation's mission, policies, programs and needs and be able to evaluate the effectiveness of the programs supported by these resources.
- b. Board members should prepare for, attend, and conscientiously participate in board meetings and serve on one or more committees. While it is expected that board members attend all board & committee meetings, the minimum requirement is to attend 7 out of 10 board meetings. We normally meet the first Tuesday of the month from noon to 1pm, except in March and July.
- c. Board members are expected to complete annual assessments on the performance of the board as a whole, and of themselves. It is crucial to the success of this organization that board members provide thoughtful feedback in these assessments.

## 4. Effective Organizational Planning

Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

## **Qualifications for Service**

In recruiting individuals to the Foundation board, qualified applicants will have:

- Past or current engagement with the CSISD Education Foundation
- Interest in and willingness to support the Foundation's goals and objectives
- Initiative
- Integrity
- Leadership
- Sound decision-making ability
- Collaborative