

Mission Statement: Mobilizing the entire community through educating and fundraising to support the growth of every child in the San Mateo Foster City School District.

Educate, Inspire and Enrich our students.

We are now ready to recruit the new members of the board!
This is where we really need your help.

Thank you for your support of the *for kids!* Education Foundation at the Vision 2020 meeting earlier this year. Since the meeting, a group of energized volunteers mobilized to devise strategic plans designed to rejuvenate the organization, and we are excited to announce that we are now ready to recruit the new members of the board. The board positions were developed by researching the best practices of successful Ed Foundations and their descriptions can be found below.

We can't generate a pool of candidates unless each of you suggests at least two names by 9/3/2010. Thank you for your continued involvement in this process as it is critical to our success!

1. Can you identify individuals with the energy and experience needed to fulfill any of the positions listed?

2. Please provide a couple of lines explaining why you think this person would be a great fit, and email and phone contact information for the individual.

3. Reply to this email with the information - done!

Positions to be Filled

Executive Committee

- President
- Vice-President
- Secretary
- Treasurer

Board Member Roles

- Marketing
- Fund Development
- Board Development
- Event Planning
- Legal
- Technology
- Volunteer Coordinator
- Outreach/Education
- Language/Cultures

for kids! Board of Directors

Executive Committee:

- **The President** chairs the Board of Directors, presides at Board meetings and ensures good Board practices and policies. The President makes sure Board members understand their roles and responsibilities and Board policies.
- **The Vice President** aids the President and presides in the President's absence. The Vice President may participate and chair committees as needed.
- **The Secretary** documents the work of the Board, including accurate minutes of the meetings, Board policies, maintains a roster of current Board members, and issues notices of meetings.
- **The Treasurer** chairs the Financial Committee recommending financial guidelines and a budget to the Board, gives timely and accurate financial reports, ensures the organizations' taxes are prepared and submitted on time by a Tax Accountant and arranges for a yearly audit by an independent auditor.

Board Committees:

Marketing will develop a marketing plan, establish a strong Foundation "brand" including a logo, tagline, website and print collateral, working closely with the Fundraising Committee to communicate a unified message.

Fund Development will create and implement a fundraising plan to be approved by the Board and oversee all fundraising efforts including major donors, businesses and special events.

Board Development is responsible for ongoing recruitment, orientation and training for the Board. Each year they will recommend a slate of officers to the Board to replace outgoing Board members.

Event Planning will plan and organize special events as approved by the Board.

Legal reviews Bylaws and recommends any revisions, evaluates policies, procedures of the Board and any contracts to make sure they comply with the laws governing nonprofits.

Technology is responsible for effective database management, maintaining the website, electronic communication, and social networking.

Volunteer Coordinator will be responsible for recruiting volunteers for committees and keeping an updated and accurate database of volunteers.

Outreach/Education will reach out and educate both our school community and the wider community to increase awareness, participation and support for the Ed Foundation.

Language/Cultures will reach out to include the diverse members of our community, making sure communication is translated and everyone feels welcome to participate.